**Information Literacy: Competencies for Students**

**Library Competencies for First Year Students & Sophomores**

Created by the UM Information Literacy Committee

Primary and secondary skills for first year and sophomores to prepare them for junior and senior level research work.

**Primary competencies**

1. Students will have knowledge of library etiquette
2. Students will be aware of services offered by the library (IM reference, information commons, library coffee shop, group study areas)
3. Students will know the location and function of essential areas in the library (library website, reference and circulation desks, online catalog, reference collection, periodicals, stacks, and media services);
4. Students will be able to perform complex searches to locate books and materials in the library catalog;
5. Students will know how to locate and check out library books and other materials;
6. Students will be able to focus and articulate their information needs and identify key concepts of their topic;
7. Students will use key concepts to find resources on a topic by using the online catalog, databases, and other sources as needed;
8. Students will interpret citations from the search results and locate the materials cited;
9. Students will evaluate the information retrieved, discerning the strengths, limitations, and usefulness in relation to a topic, including assessing Internet sources;
10. Students will incorporate retrieved information into their own texts.

**Secondary competencies**

1. Students will understand that materials not owned by the library can be obtained from other sources;
2. Students will understand the difference between controlled vocabulary (subject headings or descriptors assigned by the producer of an index or database) and key words; c. Students will understand how to use Boolean operators when searching database.


**Library Competencies for Juniors & Seniors**

Created by the UM Information Literacy Committee

Skills that Juniors and Seniors should know in order to be competent researchers in their majors.

**Students will:**
• Be familiar with research and publication protocols, such as knowledge of the discipline's major journals, methods of publication (articles, books, peer review, etc.);
• Demonstrate an ability to model their writing after subject related protocols;
• Have an ability to incorporate scholarly research into their prose;
• Have interdisciplinary competence in library research and the ability to transfer knowledge of their own major into high-level work in other fields (English majors will be able to do research in history, political science, etc.)
• Be able to differentiate between popular and scholarly resources;
• Be able to identify the right resources for their research needs;
• Be able to locate articles that are not full text through indexes and then through locating print library journals;
• Have the ability to determine if journal articles, in print or online full text, are available through library resources;
• Be able to navigate complex research resources and have knowledge of catalog and database-specific language, including broader and narrower terms;
• Be able to differentiate between the free versus the fee-based Web sources;
• Be proficient in multiple citation formats for compiling bibliographies for several disciplines.