**Worksheet for the**

**Hands-on: Advanced Information Literacy Workshop**

**How to Use This Worksheet**

This worksheet is supplementary material for learners to deepen their understanding of information search with library resources. A four-step exercise will enable learners to experience **(1)** defining their information needs with a given scenario, **(2)** selecting appropriate platforms/tools for information search, **(3)** developing their information strategy with Boolean Operators, and **(4)** identifying appropriate information sources and evaluate the selected sources with helpful tips about evaluating information.

**Scenario**

You plan to write and submit an academic article that will be promoted on **HKU Researcher Connect** (<https://blog-sc.hku.hk/>). The article will be promoted to all students, researchers and professors worldwide. Your writing should follow academic standards.

Now you are at the first stage – **Information Search**, aiming to select relevant sources for writing the academic article on ***How AI is changing education***.

You may follow these steps:

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| **Step 1: Define your information needs**  When conducting an information search, ask yourself: **(1)** What specific information am I looking for? and **(2)** What are the gaps in my knowledge that I need to fill?  Be clear and precise about what you need to find. For example, instead of broadly searching for “climate change”, you might refine your need to “the impact of climate change on coastal erosion in the Mediterranean region.” |

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| --- |
| Add your input here: |

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| **Step 2: Platforms/ Tools for information search**  People usually use generic search engines such as Google to search for information. However, we may need to search for more reliable sources to compose academic writing.  Therefore, platforms such as **Find@HKUL** (<https://find.lib.hku.hk/>) via HKU Libraries, **Google Scholar** ([https://scholar.google.com](https://scholar.google.com/)/), and **databases** (<http://libguides.lib.hku.hk/az.php>, subscribed by the University) are recommended. |

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| Add your input here: |

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| **Step 3: Develop your search strategy**  You can develop your search strategy after identifying your needs and selecting the appropriate platforms/tools for information search. Using **Boolean Operators** will be a good choice for an effective Search.  In this section, we will explain how to use Boolean operators to refine your search results.  Number one  Using AND The AND operator is used to combine terms and retrieve results that include all the specified terms. Example: Searching for Education AND children will provide results that contain both terms.  Using OR The OR operator is used to retrieve results that include either of the specified terms. Example: Searching for Education OR learning will provide results that contain either term or both.  Using NOT The NOT operator is used to exclude terms from your search results. Example: Searching for children, NOT teenagers, will provide results that contain "children" but exclude any results that mention "teenagers".  Using Quotation Marks Quotation marks are used to search for an exact phrase. Example: Searching for "AI literacy" will provide results that include this exact phrase.  Using Parentheses Parentheses are used to group terms or phrases together to clarify the search query. Example: Searching for (AI or artificial intelligence) AND literacy will provide results that contain either "AI" or "artificial intelligence" along with "literacy".  Using Asterisk * The asterisk is used as a wildcard to include variations of a keyword. Example: Searching for child* will provide results that include "child", "children", "childhood", etc.  Note: Boolean operators are shown in uppercase for clarity. However, some databases may require them to be in uppercase.  By using these Boolean operators effectively, you can refine your search queries and obtain more relevant results.  Note: Search Tips - Boolean Operators. in HKU Libraries, Learning and Research Services (2020). Postgraduate Library Induction Module 1: Foundations of Information Search and Literacy. HKU Data Repository. Presentation. <https://doi.org/10.25442/hku.12951047> |

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| Add your search strategy / search statement here: |

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| **Step 4: Identify appropriate information sources and evaluate the selected sources**  Find some information with the keywords of the topic and related terms on the selected platforms, and list several down first: |

|  |  |
| --- | --- |
| **No.** | **The links to your selected sources:** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

Note: You may add more columns below if you want.

Here are some helpful tips for evaluating theselected information:

|  |  |  |
| --- | --- | --- |
| 1 | Use appropriate search methods | * Build effective search statements * Select appropriate platforms/tools |
| 2 | Assess relevance based on title/abstract | * Skim the title, abstract, main text * Does it explain a theory? Provide evidence? Serve as a case study or example? |
| 3 | Check if the information is from reputable sources | * Check the publisher or author that produced/provided the information * Is it reputable? Trustworthy? * Does it provide genuine references? Has it been cited by someone else? |
| 4 | How was the information obtained? | * What was the method for data collection? * Is the method/sample size appropriate for how it is interpreted? |
| 5 | When and why was the information created? | * Does the publication/release date match your search goals? * Look out for bias and opinion pieces (e.g. commercial companies want to sell their products) |

Source: Monash University. (Retrieved in Aug 2024). Evaluating information. <https://www.monash.edu/library/help/assignments-research/finding-and-evaluating-information/evaluating-information>

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| Now, you can evaluate your sources and clarify the reasons why you think the selected sources are reliable or meet your needs: |

|  |  |
| --- | --- |
| **No.** | **Reason(s)** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

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| If you would like to further write an article on your own and submit it to HKU Research Connect, you may wish to read the message below:  **Invitation to Guest Authors**  *Researcher Connect* welcomes non-commercial guests posts covering topics relevant to research and scholarly communications. These include (but are not limited to) scholarly publishing, open access, research data management, research metrics and impact, other research tips, etc.  If you are a current HKU staff member or student, and have an idea for a guest post, please contact us to propose your idea for a post.  [Email us](https://lib.hku.hk/infoservices/email.html) (To: Open Access) and specify “Guest Posts on Researcher Connect”.  Source: <https://blog-sc.hku.hk/about/> |

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| **(Optional) Synthesize and organize the information you’ve gathered, and compose your writing below.** |

Start your writing here:

**Acknowledgements:**

This worksheet was co-designed by Ms. Cindy Liang, Learning Experience Instructor and Ms. Florence Ng, Research Services Librarian. This material is available under Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International (CC-BY-NC-ND 4.0) and can be accessed at <https://doi.org/10.25442/hku.26830660>.