

# Route Map for Supporting Academic Information Literacy by Kyoto University Library Network

2021.07.27  
Eng. Ver. 1

<u>Level</u>	<u>Foundational</u>	<u>Beginner</u>	<u>Intermediate</u>	<u>Advanced</u>		<u>Practical Research</u>
Performance Goal	Familiarity with the resources available at Kyoto University when writing papers	Ability to write term papers based on given topics or sources of information	Selecting topics for papers within assigned themes and writing/presenting papers with appropriate use of your research results	Selecting a research topic; writing and presenting academic papers		Ability to use information effectively in research settings
Main target group	1st-year students	1st and 2nd-year students	2nd, 3rd, and 4th-year students	4th-year students and Master's students		Graduate level and above
<b>1. Plan for academic information seeking</b>  Planning how to search for information related to your study/research at the university level	<input type="checkbox"/> Using on-campus libraries adequately <input type="checkbox"/> Knowing about the electronic books, electronic journals, and online databases provided by Kyoto University	<input type="checkbox"/> Being able to explain the types and features of different information media, including books, journals, newspapers, audio-visual media, the internet, etc. <input type="checkbox"/> Utilizing library services to access academic literature, including borrowing, reserving, and reference services	<input type="checkbox"/> Searching for previous research related to the topic <input type="checkbox"/> Identifying sources of information that are reliable and suitable to address the topic at hand	<input type="checkbox"/> Understanding what kind of academic information is being published in your field, the media through which this information is published, and their publication patterns <input type="checkbox"/> Understanding the process of information seeking plan		<input type="checkbox"/> Conducting extensive literature reviews <input type="checkbox"/> Searching widely for previous research related to your research topic including other fields

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<b>2. Obtain information accurately</b> Satisfactorily and effectively obtaining necessary information based on academic information seeking plan		<input type="checkbox"/> Using the libraries' online catalogs to search and find specific materials <input type="checkbox"/> Referring to the lists of references and works cited and using them for your own study/research	<input type="checkbox"/> Selecting a type or types of media suitable to your topics (e.g., books, journals newspapers, audio-visual media, the internet, first-hand sources, etc.) <input type="checkbox"/> Searching online databases using effective search terms from terminology (e.g., synonyms, broader or narrower terms, etc.) and operators (e.g., "AND," "OR," and "NOT") <input type="checkbox"/> Selecting appropriate online databases for your topic.	<input type="checkbox"/> Evaluating the search processes and reconsider the choices of online databases, search methods, keywords, etc. when encounter difficulties in finding the information needed <input type="checkbox"/> Using library services (e.g., requesting resources from libraries at other institutions) when necessary		<input type="checkbox"/> Understanding where the necessary information is located and how to access it, if necessary, from institutions beyond domestic and international libraries (e.g., archives, government agencies, NPOs, etc.).

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<b>3. Evaluate, organize, and manage information</b> Critically analyzing and organizing/managing the collected information		<input type="checkbox"/> Summarizing the main points of an academic texts <input type="checkbox"/> Selecting information and organizing them	<input type="checkbox"/> Evaluating the accuracy of the information obtained and its relevance to your area of study/ research <input type="checkbox"/> Making and managing lists of related resources	<input type="checkbox"/> Applying critical thinking when evaluating and analyzing the logic, validity, accuracy, and relevance of information <input type="checkbox"/> Using reference management tools to handle the information collected		<input type="checkbox"/> Understanding the features of indicators such as impact factor and using them when evaluating the information collected <input type="checkbox"/> Referring to book reviews in a scholarly journal and appropriately evaluating new research outcomes
<b>4. Use and disseminate information suitably</b> Writing structured papers in accordance with research ethics		<input type="checkbox"/> Writing papers following general writing formats <input type="checkbox"/> Understanding the difference between citing other people's work and plagiarism and citing appropriately <input type="checkbox"/> Preparing a list of references and works cited	<input type="checkbox"/> Raising issues by describing claims in logical manners while providing theoretical and factual evidence <input type="checkbox"/> Using charts, audio, and images effectively in a proper manner <input type="checkbox"/> Being aware of information ethics, including intellectual property rights, copyright, and protection of personal information	<input type="checkbox"/> Understanding the need for accuracy and clarity in the process of using information <input type="checkbox"/> Composing a text using the structure of an academic paper		<input type="checkbox"/> Selecting the most suitable journal when submitting papers <input type="checkbox"/> Fully understanding journal regulations and responding to reviewers when submitting papers <input type="checkbox"/> Forming strategies in terms of the most effective form in which to present research outcomes <input type="checkbox"/> Explaining the significance and merits of open access <input type="checkbox"/> Heeding ethical considerations applicable to academic research

Based on "Basic Guidelines on Information Literacy in Higher Education 2015 Edition" (Japan Association of National University Libraries, Special Committee for Educational Support, March 2015)