Being proficient means that you:

1. Read and analyze assignments and class instructions.
   - Determine the nature and extent of information needed.
   - Confer with instructors, librarians, and others to focus and refine a research topic.
   - Frame appropriate research questions and develop a manageable thesis statement.

2. Understand that there are different resources available for different purposes/subjects.
   - Explore general information sources to increase familiarity with a topic.
   - Recognize that information sources have an organizational structure and can find and use their navigational tools and access points.
   - Formulate a search to locate and retrieve information effectively and efficiently using appropriate resources.
   - Understand how to follow the trail from the citation to the item.
   - Use the library to obtain materials including materials that aren’t available locally.

3. Critically evaluate information based on reliability, validity, accuracy, authority, timeliness, and point of view or bias.
   - Compare and select information from various sources in order to accomplish a specific task.
   - Understand that informational content and physical format are independent of each other.
   - Judge the relevance of materials found with respect to the specific information need.

4. Understand that information searching requires motivation, perseverance, and practice, and that skills are developed over time.
   - Identify gaps in the information retrieved and modify or revise their topic or thesis and/or develop new search strategies.
   - Formulate a realistic overall plan and timeline to acquire the needed information.

5. Cite items or ideas used and does not represent work attributable to others as his/her own, and does not distort the author’s intended meaning.
   - Understand that plagiarism and citation of other works or ideas are ethical issues.
   - Use citations to participate in an ongoing scholarly conversation.
   - Understand that different disciplines have different citation standards and habits.
   - Understand that there are legal issues surrounding copyrighted information.

6. Recognize that the use of some technologies has potential health risks.
   - Recognize potential safety and privacy risks of sharing personal information online.

7. Record and organize information resources to track the research process.
   - Use tools and techniques to create and revise documents collaboratively.

8. Recognize that existing information can be combined with original thought, experimentation, and/or analysis to produce something new.
   - Analyze resources and make conscious decisions about how each resource supports the development of the topic.
   - Reconsider original idea based on new understanding.

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