

Information Search Process

Defining

- What is my **purpose**?
- **Why** do I need to find this out?
- What are the **key words** and ideas of the task?
- What do I **need to do**?

Locating

- What do I **already know**
- What do I **still need to find out**?
- What **sources** and equipment can I use?

Selecting

- What information can I leave out?
- How **relevant** is the **information** I have found?
- How **credible** is the **information** I have found?
- How will I **record the information** I need?

Organising

- Have I **enough information** for my purpose?
- Do I need to use all this information?
- How can I **best combine information** from different sources?

Presenting

- **What will I do** with this information?
- With whom will I **share** this information?

Assessing

- Did I **fulfil my purpose**?
- **How did I go** - with each step of the **information process**?
- How did I go - **presenting** the information?
- **Where do I go** from here?