

Steps in the information skills process

Defining	What do I really want to find out?
Locating	Where can I find the information?
Selecting	What information do I really need to use?
Organising	How best can I use this information?
Presenting	How can I present this information?
Assessing	What did I learn from this?

Source: *Information skills in schools* (1989) NSW Department of Education, Sydney