

Information literacy features strongly on the CIT Strategic Plan, the Learning Services Division Business Plan and the Library & Learning Centre Operational Plan.



Every course at CIT involves collecting, evaluating and using information in some meaningful way. Learners are required to master these skills in order to successfully complete educational endeavors



Key vehicles to the implementation of Information Literacy at CIT have been:

- CIT Strategic Plan 2002 – 2004
- Division & Faculty Business Plans
- Department & Unit Business Plans
- CIT Information Literacy Policy
- Committees & Networks



This was the result of:

- strategic planning
- professional development of library staff
- advocacy
- marketing and promotion
- collaborative planning and team teaching
- a workplace that fosters and supports innovation



“To provide appropriate opportunities for staff and students to develop and enhance their information literacy and communication technology skills to meet the needs of the knowledge society”



“To increase information literacy teaching and learning opportunities with the Faculties”.



“To develop information literacy levels through learning partnerships with Faculties:

- Collaborate as an equal partner with Faculties to implement the information literacy policy
- Increase CIT staff Information Literacy Skills and learning opportunities”



In 2004, 20% of courses submitted for re-accreditation are to contain assessment that measures information literacy attainment.

By 2008, 100% of all programs will identify the attainment of information literacy skills.



Teaching staff were introduced to the concepts of preplanning and discussion of information skills required with library staff as part of the teaching and learning process.



Aims:

- familiarise first year students with services
- deliver basic study and research skills to first year students
- inform students of further support services
- assist students uptake of information literacy skills that would enable them to be independent learners focusing on Standard 1 & Standard 2.



Results:

- confidence to begin study and research and
- basic information literacy skills relating to Standard 1 & 2
- understood about the support services available at CIT and location of the staff who could assist



Year 12 Information Literacy Pilot Project :

- Communication
- Australian History
- Modern History



The Head of Department and teaching staff wish to extend sessions to other subjects such as:

- English
- Mathematics and
- Australian Studies



Research Skills training sessions were tailored to the subject and student needs as identified by teaching and library staff and covered:

- Getting started with research
- Library Catalogue
- Database searching
- Internet searching
- WebCT Study Tools modules







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- ▶ What courses or subjects [can I study online?](#)

> Online Learning Support Team

Freecall: 1800 111 443
Tel: 6207 3833
Email: online@cit.act.edu.au
Hours: 9am to 7pm Mon to Thur, 9am to 5pm Fri



Course Menu

- Homepage
- Discussion Board
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- Library Catalogue

Homepage



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0001 - Study Support Course

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Homepage > **Study Tools**

SEARCH THE CANBERRA INSTITUTE OF TECHNOLOGY LIBRARY CATALOGUE:

General Keyword



[Which study tool?](#)



[Intro to the Internet](#)



[Using WebCT](#)



[Using Online Discussion](#)



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Managing Time



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Library and Learning Centre

Canberra Institute of Technology

Ask A Librarian - *(CIT students and staff only)*

Ask A Librarian is an online help service. Please fill in the following form to submit your request electronically. Your request will be acknowledged within two working days. Ask A Librarian will provide between 3-5 resources where available to assist with your research.

Library Card Number:

X

Name:

Email address:

Phone number:

Are You?

- CIT Staff
 CIT Student
 CIT Solutions
 Courtesy Borrower

Name of Faculty/Division:

Department:

Latest date information is required:

What is your question?

(Don't just give your assignment topic, Ask A Librarian is not able to interpret assignments for you)
Include the full question or keywords
Give the range of dates to be covered e.g. 1999-2002
Specify resource types e.g. books, videos, Internet
Why is the information required? (Assignment, presentation etc).

Where have you already looked?

- [CIT CAT Library Catalogue](#)
- Library subject guides**
- Internet**

List any sources that you have already found:

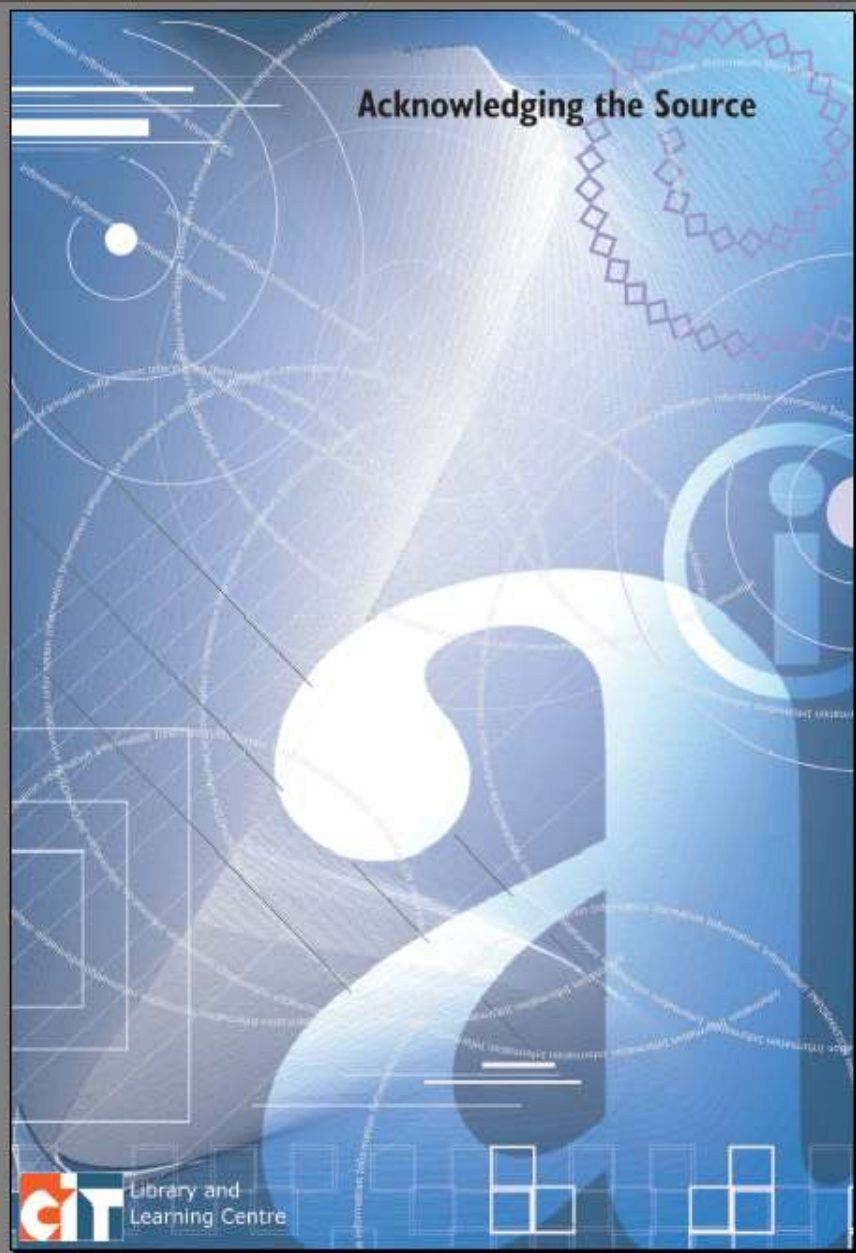
Send Question Clear Form

If you need help filling in the form please call the Educational Resource Librarian on 62074808



Bookmarks

Thumbnails





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> Subject Guide 

Welcome to Library Subject Guides

- [Accounting](#)
- [Aged Care](#)
- [Animation](#)
- [Arboriculture and Trees](#)
- [Automotive Electrical](#)
- [Automotive Engineering](#)
- [Bricklaying](#)
- [Building](#)
- [Building Design](#)
- [Business Administration and Technology](#)
- [Cabinetmaking](#)
- [Careers and Job Hunting](#)
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Homepage > Study Tools > **Library Subject Guides**

Subject Guide for Accounting



Subject headings to search on the Library Catalogue:

- | | |
|--|------------------------------------|
| Accounting | Cost accounting |
| Accounting - Computer programs | Electronic commerce |
| Accounting - Data processing | Finance - Management |
| Auditing | Financial institutions - Australia |
| Bookkeeping | Financial statements |
| Business enterprises - Computer networks | Internet (Computer network) |
| Business law - Australia | Investment analysis |
| Commercial law - Australia | Investments - Australia |
| Communication in organizations | Management information systems |
| Corporations - Australia - Accounting | Managerial accounting |
| | Taxation |

Links for your subject area:

- [Accounting](#)
- [Auditing](#)
- [Business & Commercial law - Australia](#)
- [Electronic commerce](#)
- [Finance](#)
- [Investment analysis](#)



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Homepage > Study Tools > **Undertaking Research**

> Undertaking Research



Getting Started with Research

Getting Started with Research is an interactive set of tools that has been designed to help you develop your research skills.

Use of these tools is restricted to CIT students and staff and is only available while you are working from a CIT computer. You will need to use your WebCT user name and password to access the tools. You will also need to tick the box next to "Using a proxy" before you log in.

Click [here](#) to start using **Getting Started with Research**.

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CIT

*Getting started
with research*

To select a topic, place your cursor on the topic and click.
Use the Quick Link to a Topic to locate a specific section in a topic.

Take the Pre-Test >

- library
- contents
- e-notepad
- how to use

- Acknowledging the Source of Information
- How to Use the Program
- Searching Databases (AUSTGUIDE)
- Planning Your Research
- The Internet
- Searching the Internet

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Library staff were upbeat in their instruction.

They incorporated:

- practical hands on tasks
- instruction for students on how to save work to disk
- graphics and animation for fun and interest



Observations on the benefits to students:

The information world is complex

- Practice is required
- About 50% of students benefited directly
- Students did return to use databases
- Students did come back to the Library for additional help and assistance



Differences in delivery:

- Library staff went directly to students
- Students in a computer lab may become distracted
- Training sessions aimed to be as interactive and practical as possible
- Librarians become collaborative partners working directly with teaching staff and from curriculum documents

