Name

Information seeking process (ISP) scaffold

Skill	Purpose	Ask yourself	Notes
Defining	❖ What do I really want to find out?	❏ What is my purpose? ❏ Why do I need to find this out? ❏ What are the keywords and ideas of the task? ❏ What do I need to do?	
Locating	❖ Where can I find the information?	❏ What do I already know? ❏ What do I still need to find out? ❏ What sources and equipment can I use?	
Selecting	❖ What information do I really need to use?	❏ 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	❖ How can/will I use this information?	❏ 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	❖ How can I present this information?	❑ What will I do with this information? ❑ With whom will I share this information?	
Assessing	❖ What did I learn from this?	❑ Did I fulfil my purpose? ❑ How did I go with each step of the information seeking process? ❑ Where do I go from here?	