

## Quick Checklist...

|                    |  |
|--------------------|--|
| "phrase searching" | use quotation marks around exact phrases<br>eg "the grass is greener"  |
| OR                 | returns results that include either of your search terms<br>eg 'ipod OR mp3' (NB: 'OR' must be UPPERCASE)                      |
| synonyms ~         | find alternative keywords<br>eg '~deaf' returns deaf, deafness, blindness, impairment etc.                                     |
| define:            | find definitions from web pages and online glossaries etc<br>eg 'define:mp3'   |
| exclude            | use '-' immediately before a word you wish to exclude from<br>your search eg Iraq -war   |
| intitle:           | returns pages with that keyword in the title and the other<br>terms on the page somewhere<br>eg intitle:Otago museum virtually |
| allintitle:        | only returns results that include all of your terms in the title<br>eg allintitle:otago museum virtually                       |
| domain search      | allows you to limit to particular sites ( eg academic only)<br>eg deaf site:ac.nz  |
| search one site    | search within one site only<br>eg classes site:www.library.otago.ac.nz   |
| filetype           | search for a particular filetype<br>eg ipod OR mp3 filetype:pdf  |



## Checklist of criteria for evaluating web sites...

Library resources and databases have already been pre-screened and evaluated by professionals.

Information on the Web is entirely unscreened - **you** must critically evaluate the content yourself.

As with print information, Web based information should be appraised for **credibility, authority, currency, accuracy and bias.**

### ■ Author information (who wrote the page?)

- Author's name?
- Title / position? Credentials?
- Does it provide contact information?
- Is the author quoted by other sources?

### ■ Site information (who owns/publishes the site?)

- Does the site have authority for its claims?
- Does it link to an organisational affiliation?
- Does it provide contact information?
- Look for a header or footer identifying the sponsor or affiliation of the site.
- The URL can provide source information. Check the domain - .edu .com .ac .gov .org .net
- Do other reputable sites link to this site?

### ■ Currency (when was the page written?)

- Is the information up-to-date enough for your purpose?
- Is the page dated? When was it last updated?
- Are the links within it current or expired?

### ■ Accuracy (is the information reliable?)

- Is the information factual, detailed, exact and comprehensive?
- Is it credible, probable or possible?
- Can the information be verified in other sources?
- Are links provided to supporting evidence?
- Is it well designed and without spelling or grammatical errors?

### ■ Bias / Purpose (why was this page written?)

- Is the information balanced and objective?
- Who is the intended audience? (academics, potential customers?)
- Is there advertising on the page?
- Is the language used designed to sway opinion?
- Does the author have any connection to an organisation or institution that may influence their treatment of the topic?
- If there is an overriding opinion it should be stated and not disguised.

Think critically! Evaluate!