



## Definition of TRAILS Categories

### DEVELOP TOPIC

Recognize the need for information to address assignment. Develop questions to clarify and focus topic. Identify individuals and resources to help develop manageable topic based on the parameters of an assignment. Recognize the hierarchical relationships of broader and narrower topic to aid in revising the topic.

### IDENTIFY POTENTIAL SOURCES

Understand information comes in various forms: textual, visual, audio, or data. Appreciate that each form can be produced in a variety of formats (e.g., print or electronic books, film, or streaming video). Understand the roles and limitations of differing types of information sources and the finding tools needed to access them (e.g., libraries, search engines, online catalogs). Select the most appropriate information sources and finding tools to address a given information need.

### DEVELOP, USE, AND REVISE SEARCH STRATEGIES

Create and revise search strategies. Understand how to use the features of an information source in order to retrieve the information needed (e.g., index and table of contents in a book, database filters). Develop a search strategy fitting for the given finding tool. Choose appropriate terms and keywords for searching a topic. Understand how to use search expanders and search limiters when too few, too many, or irrelevant results are returned.

### EVALUATE SOURCES AND INFORMATION

Be able to determine the currency, relevance, authority, accuracy, and purpose of information or information sources. Recognize divergent perspectives. Recognize bias. Differentiate between fact and opinion.

### USE INFORMATION RESPONSIBLY, ETHICALLY, AND LEGALLY

Understand the concepts of intellectual property (especially copyright, fair use, and plagiarism) and of intellectual freedom. Understand how to cite and list sources using an appropriate style manual. Recognize how to take notes and paraphrase correctly.