

1 Checklists for analysing written material

1A Bibliography analysis checklist

Target group:	School pupils, adaptable for all students
Method:	Analysis of bibliographies in student assignments to assess the impact of information skills/literacy work by library staff

Some criteria, depending on what ground you cover in your information skills work:

- range of information sources reflected – especially beyond the immediately obvious
- balance amongst different types of sources – book, journal article, website, etc.
- quality of the items cited – current, established publisher, authoritative author, etc.
- how well is the bibliography focused – how well does it reflect the assignment set?
- if general works are cited is it clear how they are relevant?
- accuracy of citation – what convention is used and how consistently?

A thought on how you collect the information. You might like to ask the students to bring a bibliography (their own or a published example) to your session (or have some flawed examples to hand). Then get the students to criticise these in small groups and report back. You could note this feedback as baseline information, then follow up with a brief questionnaire homing in on issues raised by this means (and hopefully addressed) in your session.