

STAGE 2: Accessing Resources - Checklist

Locate

- Explore a variety of resources**
 - Did I examine a variety of resources from my school library? Print, Online, Media?
 - Did I explore other sources: organizations, experts, libraries?
 - Have I looked at all relevant perspectives?
 - Will I need to gather primary data by survey or interview?
- Use the computer as an access tool**
 - What keywords string together for successful searches?
 - Have I explored my Library Webpac and all relevant electronic databases available at my school and the Toronto Public Library?
 - Which search engines are best for this topic?
- Track searches on an organizer**
 - *Did I put or save the organizer in my portfolio?*

Gather

- Use text conventions to locate needed data**
 - Did I look at table of contents, indexes, and summaries?
 - Did I record specific page numbers, insert sticky notes, bookmark Web sites?
 - Did I find any visual information, e.g., charts, graphs, pictures?
 - Have I started my list of sources?
 - Have I saved or printed digital abstracts, summaries, lists, and important articles?

Select

- Select the best and most suitable resources**
 - *Did I skim through resources to get an overview?*
 - *Did I find enough useful resources for my topic?*

Collaborate

- Check/conference with the teacher, teacher-librarian.**
- Share findings and ideas with others in the group, class, partner.**