

Community College of Philadelphia  
 Technological Competency Rubric for Library Information Systems

Skill III Library Information Systems (Student will)	Beginning	Developing	Competent	Accomplished
1. Use a library's online card catalog to find items in the collection that meet specified criteria.	Student is unable to access the College's online card catalog to find items.	Student learns how to access the library's online card catalog by demonstration and lecture.	Student uses the library's online card catalog to find items in the collection that meet specified criteria while completing an exercise distributed by instructor.	Student uses the library's online card catalog to find items in the collection that meet specified criteria independently and uninhibited while creating a report project.
2. Describe the different types of document database systems found in the library, and the appropriate use of each.	Student is unable to describe and use the different types of document database systems found in the library.	Student will access the Library's online database system and will choose 5 different databases and complete an exercise.	Students will access the Library's online database system, will describe 5 different databases, and will satisfactorily explain the appropriate use of each through the completion of a library exercise and library quiz.	Student will describe the different types of document database systems found in the library and satisfactorily explain the appropriate use of each. Student further applies and demonstrates that information in his/her detailed report with bibliography.
3. Use a full text database in the Library to retrieve articles on a specified subject.	Student is unaware of what a database is and how to retrieve articles from it on a specified subject.	Student can define a database and enter data, but cannot query to retrieve articles on a specified subject.	Student can define a database and enter data satisfactorily. Student can complete a query to retrieve articles on a specified subject.	Student can define a database, enter data, and can apply multiple queries to retrieve articles on a specified subject for his report project.
4. Use a document summary database to retrieve information about articles on a specified subject.	Student does not know how to use a document summary database to retrieve information about articles on a specified subject.	Student uses a document summary database to retrieve information about an article on a specified subject in a class exercise.	Student can use a document summary database to retrieve information about an article on a specified subject with little or no assistance from instructor or another student.	Student independently uses a document summary database to retrieve information about an article on a specified subject.

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<p>5. Describe how to locate sources of information using a Web search engine, and to identify the source based on its URL (<i>Uniform Resource Locator</i>).</p>	<p>Student is unable to describe how to locate sources of information using a Web search engine and to identify the source based on its URL</p>	<p>Student locates Web search engines and identifies the URLs with the assistance of class lecture, notes, and demonstration.</p>	<p>Student describes how to locate sources of information using one or two Web search engines and satisfactorily identifies the source based on its URL using a textbook exercise.</p>	<p>Student demonstrates higher level of locating sources of information using many Web search engine and identifies the source based on it URL in an independent project.</p>
<p>6. Demonstrate ability to use word processing software to properly cite books, articles from periodicals, and Web pages.</p>	<p>Student is unable to use WP software to cite books, articles from periodicals, and Web pages.</p>	<p>Student is able to use WP software to cite books, articles from periodicals, and Web pages including, Citations, Footnotes, and Bibliographies <b>with direct assistance</b>.</p>	<p>Student is able to use WP software to cite books, articles from periodicals, and Web pages including, Citations, Footnotes, and Bibliographies <b>without assistance</b>.</p>	<p>Student is able to <b>identify the need</b> to use WP software to cite books, articles from periodicals, and Web pages including, Citations, Footnotes, and Bibliographies <b>and can do so independently</b>.</p>
<p>7. Describe how to use Boolean logic and comparison operators while searching for items in library information systems.</p>	<p>Student is unaware of Boolean logic and comparison operators; cannot describe how to use Boolean logic and comparison operators while searching for items in library information system.</p>	<p>Student becomes aware of Boolean logic and comparison operators after listening to instructor's lecture, reading notes, and completing an exercise using Boolean logic and comparison operators.</p>	<p>Student uses Boolean logic and comparison operators to completes a multiple-choice type quiz in which questions are asked that require knowledge of Boolean logic and comparison operators.</p>	<p>Student completes a research project with bibliography or Works Cited on a specific topic in which he/she satisfactorily demonstrates that correct items were found in the library information systems</p>