INTERNET REFERENCE COMPETENCIES

I AM ABLE TO:	No	Sort of	Yes	Easily
1. Quickly find authoritative online definitions for Internet terms such as TCP/IP.	❑	❑	❑	❑
2. Briefly explain what Usenet is.	❑	❑	❑	❑
3. Find and search Usenet newsgroups.	❑	❑	❑	❑
4. Explain how to download and install Acrobat Reader.	❑	❑	❑	❑
5. Identify and subscribe to an e-mail list (listserv) on a specific library-related topic.	❑	❑	❑	❑
6. Break a URL into its component parts and explain each one.	❑	❑	❑	❑
7. Determine the origin of a non-US Web site by identifying the country code in the URL.	❑	❑	❑	❑
8. Do a "who is" search to find out who registered a specific domain name.	❑	❑	❑	❑
9. Effectively search Web directories such as the Open Directory and Librarian's Index to the Internet (LII), using categories and sub-categories, and the advanced search features.	❑	❑	❑	❑
10. Distinguish between effective and ineffective keywords to use in a search engine, such as Google, and in a directory, such as LII.	❑	❑	❑	❑
11. Translate a reference question into a search engine query, using phrases, truncation, and implied Boolean (+, -).	❑	❑	❑	❑
12. Use menus to create a Boolean search query in Google.	❑	❑	❑	❑

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I AM ABLE TO:	No	Sort of	Yes	Easily
13. Find a PowerPoint presentation on a Web site using a filetype search.	❑	❑	❑	❑
14. Explain "on the page" and "off the page" relevancy ranking.	❑	❑	❑	❑
15. Define "Invisible Web" and explain the types of files not found by search engines.	❑	❑	❑	❑
16. Name two directories of Invisible Web databases.	❑	❑	❑	❑
17. Copy and paste text or graphics from a Web page into Word or PowerPoint files.	❑	❑	❑	❑
18. Identify common file formats (.html, .txt, .pdf, .jpeg, .zip, .mp3, .mpeg).	❑	❑	❑	❑
19. Quickly find the full text of Supreme Court decisions.	❑	❑	❑	❑
20. Quickly locate ready reference sources on the Web (e.g., online calendars, currency converters, etc.).	❑	❑	❑	❑
21. Show a parent how to find age-appropriate Web sites for elementary school assignments.	❑	❑	❑	❑
22. Locate and change Web browser preferences for start page, font size and background color.	❑	❑	❑	❑
23. View the source code of a Web page, identifying the title field and image captions.	❑	❑	❑	❑
24. Show a library patron which California newspapers have online archives.	❑	❑	❑	❑
25. Locate the lyrics and sound files for national anthems.	❑	❑	❑	❑

INTERNET REFERENCE COMPETENCIES

I AM ABLE TO:	No	Sort of	Yes	Easily
26. Find a photograph of someone who is in the news today.	❑	❑	❑	❑
27. Quickly find high-quality reproductions of works by well-known artists.	❑	❑	❑	❑
28. Choose the most effective starting point for a search (directory, search engine, Invisible Web database).	❑	❑	❑	❑
29. Quickly and accurately locate official home pages for city, state, federal and foreign government agencies.	❑	❑	❑	❑
30. Locate statistical resources for Latin American countries.	❑	❑	❑	❑
31. Define "weblog" and find several library-related weblogs.	❑	❑	❑	❑
32. Evaluate Web sites for authority, reliability and currency.	❑	❑	❑	❑
33. Identify two reliable online sources of information on search engines.	❑	❑	❑	❑

TEST YOUR INTERNET REFERENCE SKILLS

Answer the following questions. Show the URL where you found the answer and the steps you took to find it.

1) **A student needs a chart showing the major Norse gods and goddesses and how they are related.**

2) **A library patron wants to set his timer for a light on his garage to come on at sunset and go off at sunrise all through the year. He lives in Spokane.**

3) **A community college student writing a report on Bob Dylan wants a complete discography, including recordings with other performers. Under what name did Dylan record to avoid contractual problems with Columbia Records?**

4) **Can you help this patron with a trivia question? She wants to know when Stephanie became one of the top ten names for girls.**