Courses and teaching from the University Library of Bergen

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Information literacy is essential in research, education and communication, and is a formally required learning outcome in the National Qualifications Framework for Higher Education. In connection with this requirement, the University Library offers courses and training.

As outlined in the table below, courses/modules from the library can be based around one or more of the following topics: 1. Finding relevant literature, 2. Evaluation and correct use of sources, 3. Citing and reference management, 4. Research and copyright. This includes topics relevant for the PhD education and further development of researchers as well as students.

The content within each topic is designed to progressively follow the level of the participants. Teaching is also adapted to the academic field of the participants.

Modules can be integrated into existing courses run by UiB, and should ideally be developed and arranged in cooperation with the academic community. However, the library also offers ready-made courses which can be adapted to the subject and level of the participants. All courses are free for students and employees at the University of Bergen and Haukeland University Hospital. For more information, contact the library.

		First year / Bachelor	Master	PhD / Employees
Finding relevant literature	Library collections	Able to use the library collection. Is familiar with the most important material types for their subject (e.g. reference works, books).	Has knowledge of the relevant material types for their subject.	Has advanced knowledge of relevant material types for their subject.
	Ordering	Can reserve/order material from the library.	Can suggest purchases.	
	Library resources	Has knowledge of using the library search system to find relevant material and check availability. Is familiar with their academic subject's library page.	Has knowledge of relevant databases, and is able to use the most appropriate of these. Is familiar with the central journals within the subject.	Can actively use databases, and is aware of their weaknesses and strengths. Can use their advanced features, e.g. setting up automatic alerts.
	Search techniques and «Discovery»	Can use basic search techniques. Can use filters to improve the relevance of results when searching (e.g. printed books, location)	Can use advanced search techniques and is familiar with any relevant controlled vocabularies in databases. Is familiar with other methods of finding literature, such as reference tracking, related references, and automatic suggestions.	Has good knowledge of advanced search functions in databases. If relevant for their subject, can carry out and document a systematic review with support from the library.
	Disciplinary literature knowledge	Is familiar with subject reference works and dictionaries. Has knowledge of essential journals.	Can put their own work into context using relevant literature (i.e. able to create a literature review).	

How to use these tables: Courses can include elements from one, several, or all of the 4 main topics. The tables are designed so that the content progresses with level (Bachelor, Master, PhD/employee); however, the final content of any course will be adapted to subject area and participants needs. For example, use of reference management software can be covered for bachelor courses despite being under *Master* level here, and a course for new PhDs might include elements from the *Bachelor* level, such as using the library collection.

		First year / Bachelor	Master	PhD / Employees
Evaluation and correct use of sources	What are sources?	Is familiar with the term “source” and understands why sources are used. Has knowledge of the most central sources for their subject.	Have good knowledge of the term “source”. Has good knowledge of the central sources in their subject / subject area.	Has good knowledge of most sources in their subject area.
	Source quality	Has knowledge of and can recognise the quality and reliability of a source (e.g. is familiar with peer review).	Can evaluate reliability, bias, manipulation, and context in various sources, and if a source is scholarly/academic.	
	Source relevance	Can evaluate whether a source is relevant for their own work.		
	Academic integrity	Is familiar with «Academic integrity» and UiBs rules for the correct use of sources.	Understands the connection between correct use of sources and academic quality.	Is conscious of all aspects of academic integrity in their own research and outreach activities. https://www.etikkom.no/

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Citing and reference manage-ment	Organising literature	Can use simple techniques to keep literature organised and take care of the information needed to cite correctly.	Can organise and store references during their studies so that they are available if needed. Familiar with reference management software*.	Can build their own database of relevant scholarly literature using reference management software*.
	Citing correctly	Aware of the difference between direct and indirect citations. Can use secondary sources correctly.	Can reproduce the meaning of source texts correctly, representatively and precisely when citing.	
	Reference styles	Can cite various types of literature (e.g. books, articles) correctly in a preferred citation style.	Is familiar with the major differences between citation styles. Can use reference management software* for citing and building reference lists.	Can change between journal citation styles when publishing, making use of reference management software*. Can manually edit citation styles within reference management software*.

* For example: EndNote, Zotero, Mendley, BibTeX

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		First year / Bachelor	Master	PhD / Employees
Research and usage rights	Licensing and copyright	Familiar with various license types (e.g. CC, ©). Can use the work of others (e.g. pictures, sound) with academic integrity.	Familiar with traditional publishing, Open Access (OA), and the differences between these.	Familiar with the different OA variants, and understands licensing and copyright in relation to publishing and archiving. Has insight into the advantages, challenges, and legislative and ethical issues related to OA, copyright and publishing. Is aware of national and international requirements/guidelines for OA*.
	Archiving and data management		Is aware of data handling routines. Is aware of practical and ethical guidelines for data archiving. Can use BORA for archiving of theses, publications and data.	Is familiar with various channels for archiving research findings and data, and with pre- and post-print archiving. Can use CRIStin to register/archive their own work. Can develop/follow a data management plan. Is aware of national and international requirements/guidelines for data management and archiving*.
	Authorship and commun-ication	Understands the basic principles of authorship (e.g. the difference between an author and an editor).	Is aware of guidelines and ethical issues around co-authorship. Is familiar with UiBs ethical guidelines for co-authorship.	Is familiar with various publishing channels and available financial support for publishing. Is familiar with the peer review process. Can use various platforms for communicating and improving the visibility of their own work (e.g. ResearchGate, ORCiD). Is familiar with guidelines for ethics in research at UiB, and with national and international requirements/guidelines for outreach*.
	Research metrics			Is familiar with how publication channels are ranked, and how this can be affected by subject area and specialisation. Is familiar with the evaluation of research by bibliometrics (e.g. *h* – index, AIS), and can reflect critically around these.

* For example, from UiB, the EU, the Research Council of Norway, or individual journals.

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