

Checklist for Evaluating Information

Web/Document Title: _____
Author: _____
Website: URL: _____

Authority and Accuracy	Yes	No
1. Is it clear what organization, company, or person is responsible for the content of the information provided? If the content is a sub site of a larger organization, does the site/page provide the logo or name of the larger organization or sponsor? (i.e. Canadian Medical Association)		
2. Is there a way to contact the organization, company, or person responsible for the information content? Does it include any or all of the following: email, phone/fax, physical address?		
3. Are the qualifications or credentials of the organization, company, or person responsible for the contents of a certain authority or credibility?		
4. Is the information free of grammatical, spelling, and typographical errors?		
5. Are sources/references provided, so that facts can be verified in the original source?		
6. Do other authoritative sites link to this site or use it as a resource?		
Overall Thoughts:		
Coverage and Intended Audience	Yes	No
1. Is it clear what level and depth of content are included at the site?		
2. Are the topics on the site covered in depth?		
3. Are outside links appropriate and relevant?		
4. Is the intended audience for the material clear? If material is presented for different audiences, is the intended audience for each material type clear?		
Overall Thoughts:		

Currency	Yes	No
1. Does the site include the date that the material was first created? To avoid confusion, are all dates in an internationally recognized format?		
2. Is the date (and time, if appropriate) the material was last revised included on the page?		
3. Are the links current and working (no broken links, etc.)?		
Overall Thoughts:		
Advocacy and Objectivity	Yes	No
1. Is the point of view of the individual or organization responsible for providing the information clear?		
2. <i>If there is an individual author of the material on the page:</i> a. Is it clear what relationship exists between the author and the person, company, or organization responsible for the site?		
3. Is the page free of advertising?		
4. <i>For pages that include advertising:</i>		
a. Is it clear what relationship exists between any advertisers represented on the page and the business, organization, or person responsible for the website?		
b. If there is both advertising and information on the page, is there a clear differentiation between the two?		
c. Is there an explanation of the site's policy on advertising and sponsorship?		
5. <i>For pages that have a non-profit or corporate sponsor:</i>		
a. Are the names of any sponsors clearly listed?		
b. Are links included to the sponsor sites so that a user may find out more information about them?		
c. Is additional information provided about the nature of the sponsorship?		
Overall Thoughts:		