

Guidelines

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PHASES**EXPLANATIONS**

This Guideline refers to the preparation for the Information Literacy Skills (ILS) session or class. Preparation shall be made after obtaining confirmation from invited participants. The Librarian or Designated Officer (DO) shall do the following tasks:

1. Prepare the attendance list.
2. Notifies the Finance Unit and Facility Management Unit regarding the confirmation of the reservation of the program venue.
3. Informs the ICT Unit regarding the usage of computer facilities and the internet connection inside the program venue.
4. Prepare the note or hands-on and other relevant teaching aids.
 - a) Note for students
 - i. Information searching technique (based on relevant module).
 - ii. Bibliographic citation*
 - * Bibliographic citation note will not be distributed to primary school and kindergarten students.
 - b) Note for community
 - i. Information searching technique (based on relevant module).
5. Prepare the related form as below:
 - a) FRM-IS-MR-09 Beneficiaries Satisfaction Rating Form
 - b) FRM-IS-MR-10 Partnership Satisfaction Rating Form
6. Request the souvenirs from Corporate Management Division.
7. Prepare the refreshment for the participants.

NOTE: The refreshment shall not be provided if the duration of the ILS is less than one (1) hour.