

Guidelines

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25th November 2021

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25th November 2021

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Document No. : GL-IS-MR-11
Revision No. : 1
Effective Date : 25th November 2021

PHASES**EXPLANATIONS**

Preparation of Library Orientation and Guided Tour refers to the to preparation for following:

- i. Library Orientation session or class.
- ii. Guided Tour for scheduled library visit.

Preparation shall be done 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 Library Guided Tour Brochure and other relevant teaching aids.
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.

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