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Guidelines

| Reviewed by: | Approved by: |
|----------------------------------|--------------------------|
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| 1 st May 2021 | 1 st May 2021 |

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This guidelines refer 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:

PHASES EXPLANATIONS

- 1. Prepares the attendance list.
- 2. Notifies the Finance and Venue Management Division regarding the confirmation of the reservation of the Seminar Room, Function 1 and Function 2.
- 3. Informs the ICT Infrastructure Division regarding the usage of computer facility and the internet connection inside the Seminar Room, Function 1 and Function 2.
- 4. Prepares 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. Prepares the "Beneficiaries Satisfaction Rating Form".
- 6. Requests the souvenirs from Corporate Communication Division.
- 7. Prepares the refreshment for the participants.

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

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