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## Guidelines

Reviewed by:

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Fairul Azli Banchit 3<sup>rd</sup> April 2023

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

- i) Library Orientations 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:

## PHASES EXPLANATIONS

- 1. Prepare the attendance list.
- 2. Notifies the Finance and Venue Management Division regarding the confirmation of the reservation of the venue usage.
- 3. Informs the ICT Infrastructure Division regarding the usage of computer facility and the internet connection inside the program venue.
- 4. Prepares the Library Guided Tour Brochure and other relevant teaching aids.
- 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 for participants from outside.....

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