

Guidelines

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These guidelines establish the requirements for the **preparation and coordination of Information Literacy class** conducted by Pustaka Negeri Sarawak, Sibü. The purpose is to ensure that all Information Literacy programmes are **systematically planned, adequately resourced, and effectively implemented** to achieve consistent quality outcomes.

1.0 Responsibility

- 1.1 The Librarian and/or Designated Officer (DO) is responsible for coordinating and ensuring the completion of all preparatory activities in accordance with these guidelines.

2.0 Preparation Phases

2.1 Participant and Attendance Preparation

Library Assistant (LA) and/or DO shall prepare and update the **attendance list** based on confirmed participants.

2.2 Venue and Facility Coordination

LA and/or DO shall notify the **Facilities Management Unit** to confirm the reservation of the **Seminar Room or Multipurpose Room** as applicable. Ensure venue availability aligns with the approved programme schedule.

2.3 ICT and Technical Arrangement

LA and/or DO shall inform the **ICT Unit** regarding:

- i. Use of computer facilities; and
- ii. Internet connectivity requirements at the selected venue.

Verify system readiness prior to the session to minimise technical disruptions.

2.4 Preparation of Teaching and Learning Materials

Librarian and/or DO shall prepare notes, hands-on materials, and other relevant teaching aids according to the target group:

a) Materials for Students

- i. Information searching techniques (based on the relevant module);
- ii. Bibliographic citation notes.

Note: Bibliographic citation materials shall not be distributed to primary school and kindergarten students.

b) Materials for Community Participants

- i. Information searching techniques (based on the relevant module).

2.5 Feedback and Evaluation Preparation

Prepare the **Beneficiaries Satisfaction Rating Form (BSRF)** for post-session feedback collection to support performance monitoring and continuous improvement.

2.6 Logistic and Support Arrangement

LA and/or DO shall request souvenirs from the **Corporate Management Division**, where applicable.

LA and/or DO shall arrange refreshments for participants, subject to the duration of the session.

Note: Refreshments shall not be provided for Information Literacy sessions with a duration of less than one (1) hour.

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2.7 Documentation and Reporting

The following records shall be recorded, where applicable:

- Attendance list;
- Teaching and learning materials;
- Beneficiaries Satisfaction Rating Forms (BSRF);
- Coordination and communication records.

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