

Guidelines

Reviewed by:

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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 and Venue Management Division regarding the confirmation of the reservation of the ICT Training Room usage.
3. Informs the ICT Infrastructure Division regarding the usage of computer facilities and the internet connection inside the ICT Training Room.
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*
 - b) Note for community
 - i. Information searching technique (based on relevant module).
5. Prepare the “Beneficiaries Satisfaction Rating Form”.
6. Prepare the “Partnership Satisfaction Rating Form” (if any collaborator involved).
7. Request the souvenirs from Corporate Communication Division.
8. Prepare the refreshment for the participants.

* Bibliographic citation note will not be distributed to primary school and kindergarten students.

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

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