

Guidelines

Reviewed by:

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PHASES

EXPLANATIONS

Preparation for the Online Database Training and Workshop refers to the to preparation for following:

- i. Online Public Access Catalog (OPAC) session or class.
- ii. Online Database training or workshop.

Preparation shall be made after obtaining confirmation from invited participants. The Librarian or Designated Officer (DO) will 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 facility 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).
 - 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.

NOTE: The refreshment will not be prepared if the duration of the Online Database Training and Workshop is within or less than one (1) hour.

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