

Guidelines

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PHASES

EXPLANATIONS

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

- i. Library Orientation 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:

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 facilities and the internet connection inside the program venue.
4. Prepare the Library Guided Tour Brochure and other relevant teaching aids.
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 only will be provided for participants from outside Kuching, Santubong and Kota Samarahan.

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