



INFORMATION LITERACY SKILL CLASS PROCEDURE

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1.0 OBJECTIVE

This procedure illustrates the sequential steps in delivering information literacy classes that enlighten library clients about the collections, services, and facilities offered by all campus libraries. The primary goal is cultivating and enhancing clients' proficiency in effectively utilising the library's resources for their research and learning endeavours.

2.0 SCOPE

The scope of this document encompasses all aspects of the information literacy instruction process, including class modules, session planning, delivery methods, and assessment. The purpose is to ensure consistency, quality, and effectiveness in information literacy classes offered to library clients. This procedure applies to all campus libraries. For the evaluation process, all campuses may use their own quiz questions to suit their instructional needs. However, the participant satisfaction evaluation parts shall remain standardised across all campuses to ensure consistency in measuring the effectiveness of the Information Literacy Programme.

3.0 ACCOUNTABILITY

The following offices are accountable for this process:

- 3.1 Learning Support Section (LSS)
- 3.2 All campus libraries

4.0 ABBREVIATION

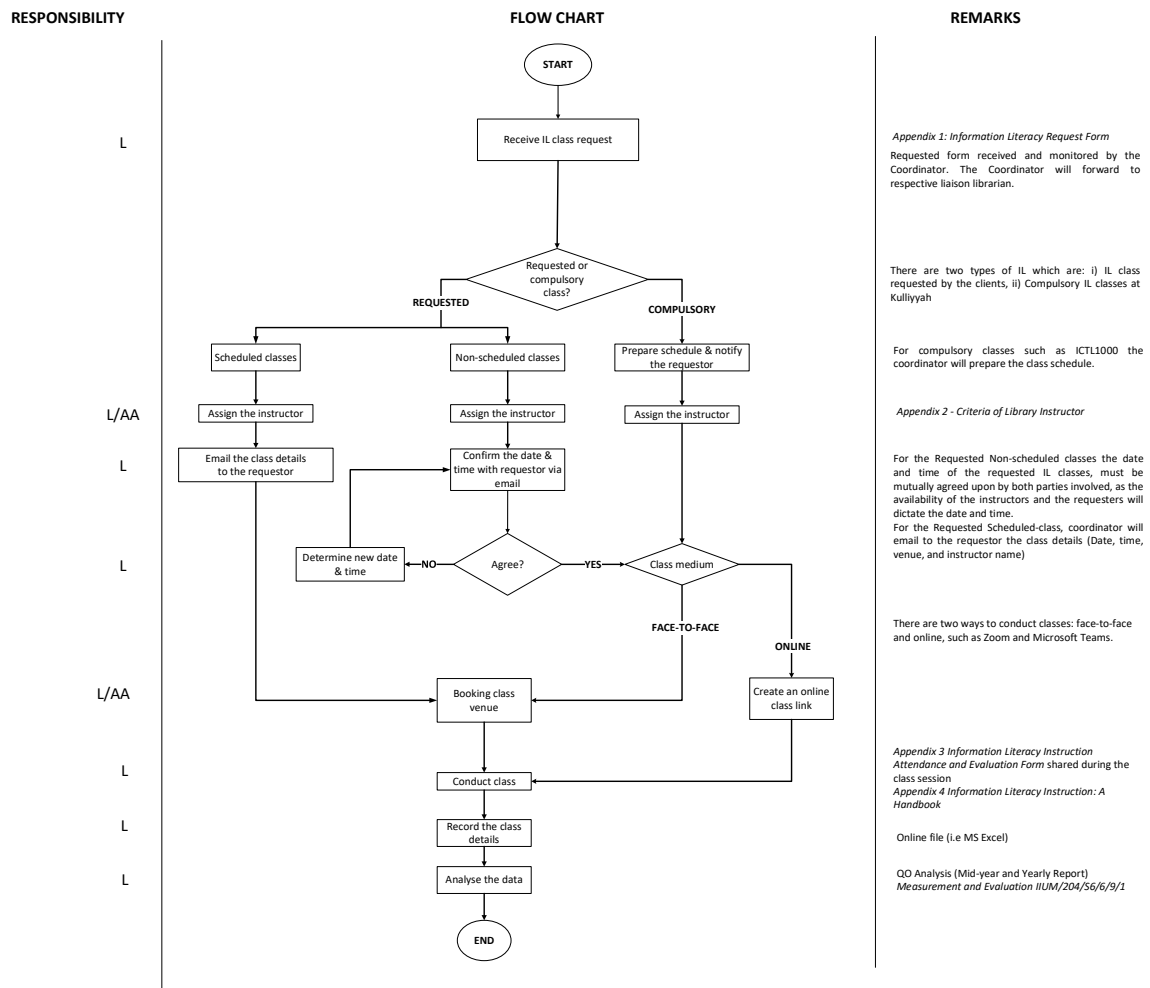
LSS	:	Learning Support Section
L	:	Librarian
LA	:	Library Assistant
AA	:	Administrative Assistant

5.0 REFERENCE

6.0 RECORD RETENTION PERIOD

Information Literacy Request Form:	2 years
Attendance and Evaluation Form:	3 years

7.0 PROCESS FLOW



ANEXTURE

TERMINOLOGIES

Information Literacy	:	A set of abilities requires individuals to recognise when information is needed and to locate, evaluate, and use the needed information effectively.
Class module	:	The contents of the information literacy class instruction.
Requestor	:	Registered clients of IIUM Libraries