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## INFORMATION LITERACY INSTRUCTION PROGRAMME: A HANDBOOK

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### 1. INTRODUCTION

Information literacy is defined as a set of abilities requiring individuals to recognize when information is needed and have the ability to locate, evaluate, and use effectively the information. With the development of technology and the vast information resources available, the Dar al-Hikmah Library, International Islamic University Malaysia feels the increasing need to educate the library clients in locating, evaluating and the using the library's resources effectively. Information literacy also can be defined as a process for problem solving for their information needs by applying a systematic approach to locating, placing, applying, and synthesizing information and evaluating the overall process in terms of effectiveness and efficiency.

As such, the Information Literacy Instruction Programme are offered to the library clients as an attempt to enable them to master searching techniques, disseminate information on library collections, facilities and services and thus making the library clients more self-directed and assume greater control over their own research and to support clients' life-long learning education.

The modules are created based on the standards as set in the "Information Literacy Competency Standards for Higher Education" by the American Library Association.

The courses are designed fulfill the requirement of the following groups:

- New Students
- Undergraduates
- Postgraduates
- Academic staff

### 2. OBJECTIVES

The objectives of the Information literacy programs are:

- To introduce the services, collections and facilities to the library clients
- To enable the clients to identify and access various information resources, printed and electronic, for their information search.
- To enable the clients to understand how to use strategic searching skills in their information searching.
- To develop lifelong culture of learning among the library clients.

### 3. TYPES OF INFORMATION LITERACY PROGRAMME

Modules offered in Information Literacy Programme: -

#### 3.1 BASIC LIBRARY SKILL:

MODULE	BASIC LIBRARY SKILL
<b>DURATION</b>	1 hour – 1.5 hours
<b>CATEGORY</b>	New students (Undergraduate and Postgraduate)
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>• Introduction to Dar al-Hikmah Library</li> <li>• Dar al-Hikmah Library contact information and social media</li> <li>• Library facilities</li> <li>• Library services - Loan privilege and book borrowing using self-check machine</li> <li>• Online library services- (Collect &amp; Go), and Inter-Library Loan (ILL) &amp; Document Delivery Services (DDS)</li> <li>• Library resources - (Printed, non-printed, primary, secondary)</li> <li>• Library user account - library account - personal information/checkouts/holds/fines - Online renewal</li> <li>• Library Online resources - Call number structure, location of the resources in the library, Smart Siddiq Directory</li> <li>• Online information resources - Introduction to Online Databases &amp; e-Books &amp; Past exam papers, Introduction to IIUM Students Repository, IIUM Repository (IREP) &amp; IIUM Digital manuscripts</li> </ul>
<b>LEARNING OUTCOMES</b>	<ul style="list-style-type: none"> <li>• Participants are more aware of the different types of resources available in the library.</li> <li>• Participants explore OPAC to increase familiarity with database on the scope, content, and organization of information.</li> <li>• Participants recognize the searching techniques to be used in locating information resources within the library or to identify specific sites for physical browsing.</li> <li>• Participants are more knowledgeable on the different status of holding of the resources.</li> <li>• Participants determines the availability of needed in information and makes decisions on broadening the information seeking process beyond local resources (e.g., interlibrary loan: using resources at the other locations)</li> <li>• Participants are more familiar with the internal and external databases provided by the library for searching information resources.</li> </ul>

### 3.2. ADVANCED LIBRARY SKILL (UNDERGRADUATE)

<b>MODULE</b>	<b>ADVANCED LIBRARY SKILL (UNDERGRADUATE)</b>
<b>DURATION</b>	1 hour – 1.5 hours
<b>CATEGORY</b>	Undergraduate students, Researchers
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>• Dar al-Hikmah Library contact information and social media</li> <li>• Strategy searching techniques</li> <li>• Identification of resources</li> <li>• Understanding citation and how to cite for references</li> <li>• Searching for information using OPAC (Advanced search)</li> <li>• Effective searching book location using Siddiq Evolution 2.0</li> <li>• Searching for information using Online Databases &amp; e-books</li> <li>• Searching IIUM Theses using IIUM Students Repository</li> <li>• Searching for online information resources from external databases - U-Pustaka by Perpustakaan Negara Malaysia (PNM), Open Access Databases</li> </ul>
<b>LEARNING OUTCOMES</b>	<ul style="list-style-type: none"> <li>• Participants explore general information sources available in the library to increase familiarity with the research topic.</li> <li>• Participants identify key concepts, synonyms and terms that describe the information need.</li> <li>• Participants construct a search strategy using appropriate commands for the information retrieval system selected (e.g., Boolean operators, truncation, phrase search).</li> <li>• Participants identify the value and differences of potential resources in a variety of formats (e.g., printed, multimedia, databases, website).</li> <li>• Participants identify effective ways of searching information resources according to the citation.</li> <li>• Participants are more familiar with the internal and external databases provided by the library for searching information resources.</li> </ul>

### 3.3. ADVANCED LIBRARY RESEARCH SKILL (POSTGRADUATE)

<b>MODULE</b>	<b>ADVANCED LIBRARY RESEARCH SKILL (UNDERGRADUATE)</b>
<b>DURATION</b>	1.5 hour – 2 hours
<b>CATEGORY</b>	Postgraduate students, Researchers
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>• Dar al-Hikmah Library contact information and social media</li> <li>• Strategy searching techniques</li> <li>• Identification of resources</li> <li>• Understanding citation and how to cite for references</li> <li>• Searching for information using OPAC (Advanced search)</li> <li>• Effective searching book location using Siddiq Evolution 2.0</li> <li>• Searching for information using Online Databases &amp; e-books</li> <li>• Searching IIUM Theses using IIUM Students Repository</li> <li>• Searching in index databases - SCOPUS, MyCite, MyJournal</li> <li>• Searching for online information resources from external databases - U-Pustaka by Perpustakaan Negara Malaysia (PNM), Open Access Databases</li> </ul>

<b>LEARNING OUTCOMES</b>	<ul style="list-style-type: none"> <li>• Participants explore general information sources available in the library to increase familiarity with the research topic.</li> <li>• Participants identify key concepts, synonyms and terms that describe the information need.</li> <li>• Participants construct a search strategy using appropriate commands for the information retrieval system selected (e.g., Boolean operators, truncation, phrase search).</li> <li>• Participants identify the value and differences of potential resources in a variety of formats (e.g., printed, multimedia, databases, website).</li> <li>• Participants identify effective ways of searching information resources according to the citation.</li> <li>• Participants are more familiar with the internal and external databases provided by the library for searching information resources.</li> </ul>

### 3.4. LIBRARY RESEARCH SKILL FOR LEED 1301 (ENGLISH) & LIBRARY RESEARCH SKILL FOR LQ 4000 (ARABIC)

<b>MODULE</b>	<b>LIBRARY RESEARCH SKILL FOR LEED 1301 (ENGLISH) &amp; LIBRARY RESEARCH SKILL FOR LQ 4000 (ARABIC)</b>
<b>DURATION</b>	1.5 hour – 2 hours
<b>CATEGORY</b>	Undergraduate students (Centre for Languages and Pre-University Academic Development (CELPAD))
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>• Dar al-Hikmah Library contact information and social media</li> <li>• Strategy searching techniques</li> <li>• Identification of resources</li> <li>• Understanding citation and how to cite for references</li> <li>• Searching for information using OPAC (Advanced search)</li> <li>• Effective searching book location using Siddiq Evolution 2.0</li> <li>• Searching for information using Online Databases &amp; e-books</li> <li>• Searching IIUM Theses using IIUM Students Repository</li> <li>• Searching for online information resources from external database - U-Pustaka by Perpustakaan Negara Malaysia (PNM), Open Access Databases</li> </ul>
<b>LEARNING OUTCOMES</b>	<ul style="list-style-type: none"> <li>• Participants explore general information sources available in the library to increase familiarity with the research topic.</li> <li>• Participants identify key concepts, synonyms and terms that describe the information need.</li> <li>• Participants construct a search strategy using appropriate commands for the information retrieval system selected (e.g., Boolean operators, truncation, phrase search).</li> <li>• Participants identify the value and differences of potential resources in a variety of formats (e.g., printed, multimedia, databases, website).</li> <li>• Participants identify effective ways of searching information resources according to the citation.</li> <li>• Participants are more familiar with the internal and external databases provided by the library for searching information resources.</li> </ul>

### 3.5. LEGAL RESEARCH SKILL

MODULE	LEGAL RESEARCH SKILL
<b>DURATION</b>	1.5 hour – 2 hours
<b>CATEGORY</b>	Ahmad Ibrahim Kulliyah of Laws (AIKOL) undergraduate and postgraduate students
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>• Types and arrangement of legal resources in the library</li> <li>• Reading citations and searching for materials</li> <li>• how to retrieve legal primary &amp; secondary resources: Acts, law reports, law books &amp; law journals</li> <li>• Online Databases for law materials</li> <li>• Online information resources for legal research</li> </ul>
<b>LEARNING OUTCOMES</b>	<ul style="list-style-type: none"> <li>• Participants define a realistic overall plan and timeline to acquire the needed information.</li> <li>• Participants identify key concepts, synonyms and terms that describe the information need.</li> <li>• Participants construct a search strategy using appropriate commands for the information retrieval system selected (e.g., Boolean operators, truncation, phrase search).</li> <li>• Participants differentiate between primary and secondary sources, recognizing how their use and importance vary with each types of research.</li> <li>• Participants realize that information may need to be constructed with raw data from primary sources.</li> <li>• Participants realize the potential of Online Databases as one of the resources to obtain information for their research.</li> <li>• Participants will not only rely on books as their primary source of information.</li> </ul>

### 3.6. REFERENCE TOOL (MENDELEY)

MODULE	REFERENCE TOOL (MENDELEY)
<b>DURATION</b>	1.5 hour – 2 hours
<b>CATEGORY</b>	Undergraduate and postgraduate students
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>• A hands-on session for the students and researchers on how to organize and manage citations and references.</li> </ul>
<b>LEARNING OUTCOMES</b>	<ul style="list-style-type: none"> <li>• Participants gain knowledge and skills on managing citation &amp; references.</li> <li>• Participants are more familiar with the main function of bibliographic management tools.</li> <li>• Participants recognize that the citations can be quickly imported from the library's online databases to bibliographic tools.</li> <li>• Participants are more knowledgeable to transform the way they manage reference paper.</li> </ul>

### 3.7. LIBRARY TOUR

<b>MODULE</b>	<b>LIBRARY TOUR</b>
<b>DURATION</b>	1 hour
<b>CATEGORY</b>	Undergraduate and postgraduate students
<b>CONTENTS</b>	<ul style="list-style-type: none"><li>• Brief information on the Library, its development, collections and the numerous services,</li><li>• Facilities offered to all clients</li><li>• Highlight on the various policies, rules, and manners in using the library</li><li>• Briefing on the services offered through the library homepage</li></ul>
<b>LEARNING OUTCOMES</b>	<ul style="list-style-type: none"><li>• Participants gain knowledge on the various types of collections, facilities and services offered by the library.</li><li>• Participants identify the value of the library to their research and learning in the university.</li><li>• Participants recognize that the library services are not only offered in the physical building but are also accessible remotely through the library homepage.</li><li>• Participants are knowledgeable of the rules and regulations in the library.</li><li>• Participants are more knowledgeable of the proper conduct and mannerism while in the library.</li></ul>

## 4. HOW TO REGISTER

### 4.1. BASIC LIBRARY SKILL

1. Arranged by the Kulliyah and scheduled by Liaison Librarian.

### 4.2. MODULE 1 - 7

1. Contact the Liaison Librarian personally either through face-to-face, phone,
2. e-mail or formal letter.
3. Fill up the Information Literacy Request Form available in the Library Website.

## 2. REFERENCE

1. "Information Literacy Competency Standards for Higher Education." American Library Association. 2006. <http://www.ala.org/acrl/ilcomstan.html> (Accessed 16 Aug, 2006)