



Machakos University

Library Department

Information Literacy Policy

INFORMATION LITERACY PROGRAMME

Preamble

The goal of this Information Literacy Programme is to develop student and staff skills in locating, evaluating, and applying information for use in critical thinking and problem solving. Information literacy is a set of abilities requiring individuals to "recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information."

Information literacy programme

By the end of the programme Library users will have covered the following:

- 1.0 Introduction to information literacy
- 1.1 Definition of terms
 - 1.1.1 Information Literacy
 - 1.1.2 User Education
 - 1.1.3 Types of Libraries
 - 1.1.4 Information Professionals
 - 1.1.5 Library User
- 2.0 Library Orientation
- 2.1 Introduction to Library orientation
- 2.2 Library rules and regulations
- 2.3 Library arrangement and specific resources
- 2.3.1 Library Sections
- 2.3.2 Specific resources
Dictionaries, Encyclopedias, Yearbooks, Almanacs, Directories.
- 2.4 Library Policies
 - 2.4.1 Collection Development Policy
 - 2.4.2 Information Communication Technology (ICT) Policy
 - 2.4.3 Open Access Policy (OAP)
Institutional Repository Communities/content of the Institutional Repository

- 2.4.4 Library Weeding Policy
- 2.5 Service Delivery Charter
- 2.6 Legal issues
 - 2.6.1 Copyright law
 - 2.6.2 Censorship
- 3.0 The Universe of Knowledge
 - 3.1 Information Organization
 - 3.1.1 Classification Schemes
 - Dewey Decimal Classification Scheme (DDC) Colon Classification Scheme (CC), Library of Congress Classification Scheme (LCC), Universal Decimal Classification Scheme (UDC)
 - 3.2 Chief sources of information of a book
 - 3.3 Anglo American cataloguing Rules (AACR2)
- 4.0 Information seeking searching and retrieval process
 - 4.1 Reference process
 - 4.2 Information seeking
 - 4.3 Reference interview
 - 4.4 Retrieval tools
 - 4.4.1 Online Public Access Catalogue
 - 4.4.2 Abstracts
 - 4.4.3 Shelve lists and shelve guides
 - 4.4.4 Indexes
 - 4.4.5 Kardex
 - 4.4.6 Catalogues
 - 4.5 Information Searching
 - 4.5.1 Search engines
 - 4.5.2 Searching strategies
 - 4.5.3 Federated Search
 - 4.6 Information retrieval and use
 - 4.6.1 Information retrieval process
 - 4.6.2 Information evaluation
 - Relevance of information/right patrons, Currency/timeliness, Authoritativeness, Completeness
- 5.0 Reference Information Sources
 - 5.1 Referencing Styles/Citations

- 5.1.1 American Psychological Association (APA) Manual style
- 5.1.2. Chicago Style
- 5.1.3 Other referencing styles
- 5.2 Citation Software
- 6.0 e-resources
 - 6.1 Kenya Library and Information Services Consortium (KLISC)
 - 6.2 International Availability of Scientific Publications (INASP)
 - 6.3 Publishers
 - 6.3.1 e-resources Publishers
 - 6.4 Universal Resource Locator (URL)
 - 6.5 The Internet
 - 6.6 World Wide Web

Approved by Prof. Francis M. Mathooko

Signature.....Date.....

**Ag. Vice Chancellor
Machakos University**