


The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR INFORMATION LITERACY TRAINING CUEA/DVC ACD/LIB/02	UNIVERSITY LIBRARIAN
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0. CONTENTS AND RECORD OF CHANGES

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0.2 RECORD OF CHANGES

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0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users.

1.0 PURPOSE:

To ensure that the CUEA Library staffs are adequately equipped in information retrieval skills.

2.0 SCOPE:

All Information literacy training request to CUEA University Library.


3.0 TERM AND DEFINITIONS

The terms contained in the CUEA quality Manual shall apply in addition to the following:

3.1 Information literacy training: The training aimed at giving Library Patrons skills for retrieving information from various sources and applying it to their needs.

3.2 Reference Services Section: This is the functional area of the university library concerned with providing information retrieval services to the library patrons

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3.3 **Library patron:** This is a Library user of the university library

3.4 **CUEA Library:** Catholic University of Eastern African Library.

4.0 REFERENCES:

- 4.1 CUEA Quality Management Manual
- 4.2 CUEA Mandatory Procedures
- 4.3 Library work instruction manual
- 4.4 Library Policy Document
- 4.5 CUEA Quality Management Manual

5.0 PRINCIPAL RESPONSIBILITY:

The University Librarian shall have the ensure efficient implementation of this procedure.

6.0 METHOD:

- 6.1 The Head of Department/Lecturer shall present a Information literacy training request to the Reference Librarian
- 6.2 The Reference Librarian in consultation with Senior Library Staff Board shall allocate appropriate time and venue for the training and communicate the same to Head of Department/Lecturer as well as the Director of ICT
- 6.3 The ICT Director shall make arrangements for the availability of ICT equipment and ICT staff for the training
- 6.4 The Head of Department/Lecturer shall communicate the time and venue of the training to participants so as to avail themselves for the training
- 6.5 The Reference Librarian Shall co-ordinate the information literacy training session

7.0 APPENDICES.

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