

USER EDUCATION PROGRAM



APPLICATION

User need to view the schedule that available in Library's websites at User Education Program menu and contact the librarian in charge as stated.

CANCELLATION

The applicant shall inform the librarian if the application is canceled at least one day before the class is held.



*Any enquiries, please contact:
Librarian,
Reference Department*

- | | |
|---|--|
|  Azman Hj. Ayup
06-331 6828
azman@utem.edu.my |  Noraini Mohd Noor
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utemlibrary

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Hang Tuah Jaya,
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<http://library.utem.edu.my>

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INTRODUCTION

User Education Program is a special mentoring program provided by UTeM Library to all staff and students focused on the use of services and facilities available at the library.

The objectives of User Education Program are :

- Provide exposure to the library services, facilities and collection.
- Understanding methods and strategies for finding information efficiently and effectively.
- Able to identify, access and evaluate information from a variety of printed and electronic materials and resources.

PROGRAMS

Each programs takes approximately one (1) hour or 1 hour 30 minutes. If necessary, modification of teaching will be extended depending on the needs and timing.

TARGET GROUP

UTeM communities are eligible to use this service:

- Students
- Academic Staff
- Non-Academic Staff
- Research Officer
- Research Assistant
- Individuals who are interested in (by application)

CLASS INSTRUCTOR

Classes will be conducted by the Reference Librarian in rotation.

PARTICIPANT

- The minimum number per class is 5 people.
- The maximum number depends on the current application.



PROGRAM BY MODULES

There are a few modules provided to users which will be conducted by responsible librarian as below:

Module	Description	Librarian
Online Database	Information skill on subscribed Online Database by UTeM library	Noraini Mohd Noor 06-3316834 noraini_mn@utem.edu.my or Norshahila Che Din 06-3316832 norshahila@utem.edu.my
Library Catalogue (WebOPAC) & User Account	Helps user in searching library materials using Online Public Access Catalogue (OPAC) & Explanation on User Account	Noraini Mohd Noor 06-3316834 noraini_mn@utem.edu.my or Norshahila Che Din 06-3316832 norshahila@utem.edu.my
Turnitin	Information on specialized software for identifying plagiarism activities	Noraini Mohd Noor 06-3316834 noraini_mn@utem.edu.my or Norshahila Che Din 06-3316832 norshahila@utem.edu.my
Library Portal, Facilities & Services	General information regarding rules, portal, collections, facilities and services provided by the library	Noraini Mohd Noor 06-3316834 noraini_mn@utem.edu.my or Norshahila Che Din 06-3316832 norshahila@utem.edu.my
Information Seeking for GRA/SRA/RA	Helps Graduate/Student/Research Assistant (GRA/SRA/RA) in searching information related to their field of research	Nor Ilyah Othman 06-331 6835 norilyah@utem.edu.my or Wizana Abd Jalil 06-331 6833 wizana@utem.edu.my