



INFORMATION LITERACY SKILL CLASS PROCEDURE

Prepared By: -	Approved By: -
	
Name: Dr. Zahila Mohd Nor	Name: Madam Nor Hasyimah Mustapa
Position: Head, Learning Support Section	Position: Chief Librarian, Dar al-Hikmah Library
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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

N/A

6.0 RECORD RETENTION PERIOD

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

7.0 PROCESS FLOW

RESPONSIBILITY

FLOW CHART

REMARKS

L

L/AA

L

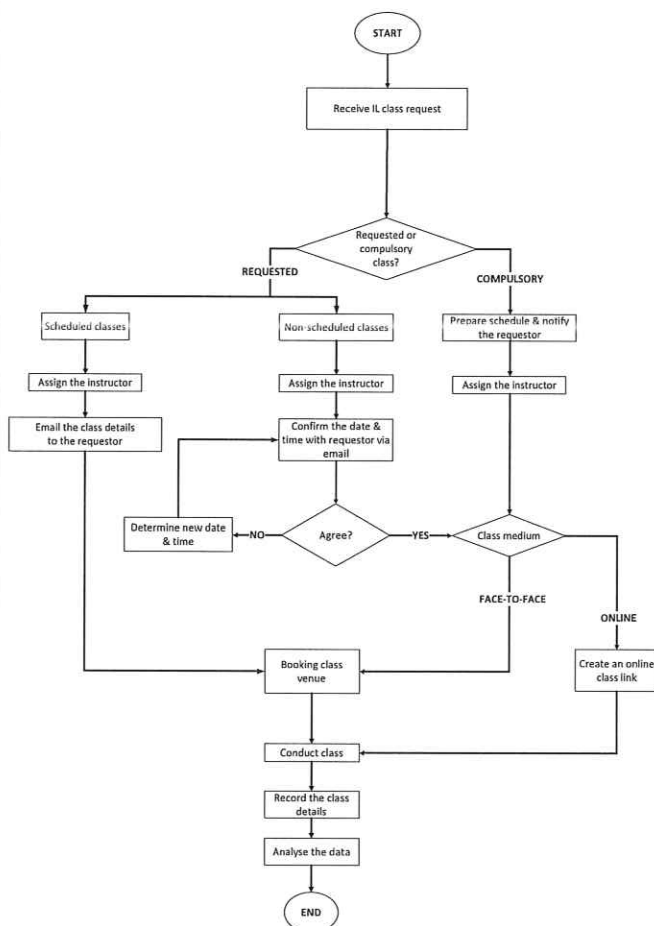
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Appendix 1: Information Literacy Request Form

Requested form received and monitored by the Coordinator. The Coordinator will forward to respective liaison librarian.

There are two types of IL which are: i) IL class requested by the clients, ii) Compulsory IL classes at Kuliyah

For compulsory classes such as ICTL1000 the coordinator will prepare the class schedule.

Appendix 2 - Criteria of Library Instructor

For the Requested Non-scheduled classes the date and time of the requested IL classes, must be mutually agreed upon by both parties involved, as the availability of the instructors and the requesters will dictate the date and time.
For the Requested Scheduled-class, coordinator will email to the requestor the class details (Date, time, venue, and instructor name)

There are two ways to conduct classes: face-to-face and online, such as Zoom and Microsoft Teams.

Appendix 3 Information Literacy Instruction Attendance and Evaluation Form shared during the class session
Appendix 4 Information Literacy Instruction: A Handbook

Online file (i.e MS Excel)

QO Analysis (Mid-year and Yearly Report)
Measurement and Evaluation IIUM/204/56/6/9/1

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