

USER EDUCATION PROGRAMME MODULE

umplibrary



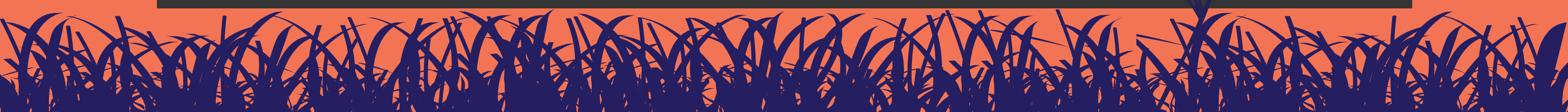
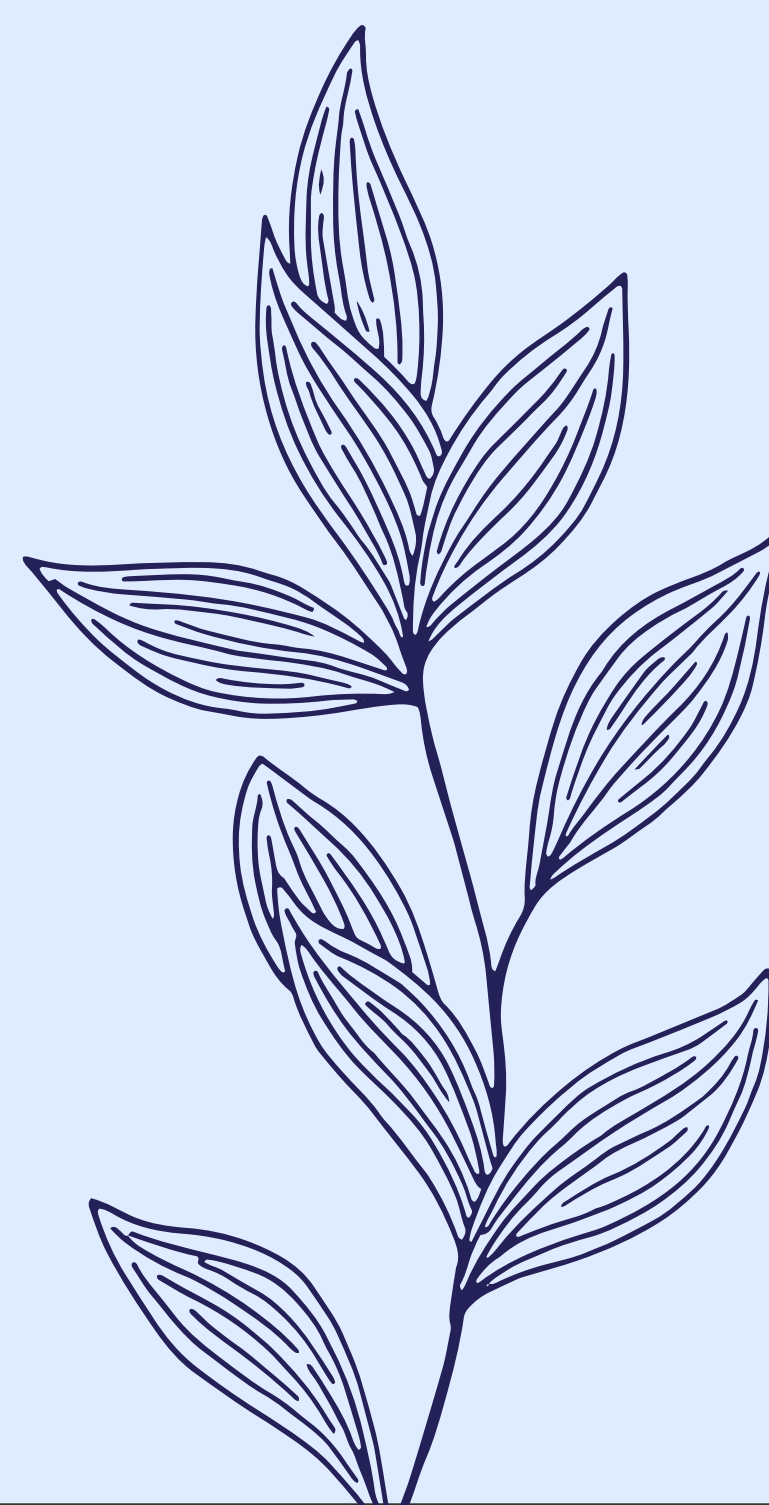
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LIBRARY INTRODUCTION

Sharing of rules,
operating hours,
collections, services
and facilities provided
by the library.

Contents:

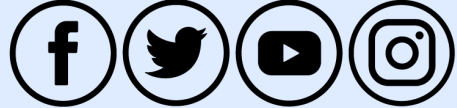
1. Introduction to the library
2. Vision & mission
3. Objectives
4. Location
5. Operation hours
6. Library services
7. Library facilities
8. Library collections
9. Introduction to library searching platform
10. Introduction to library portals





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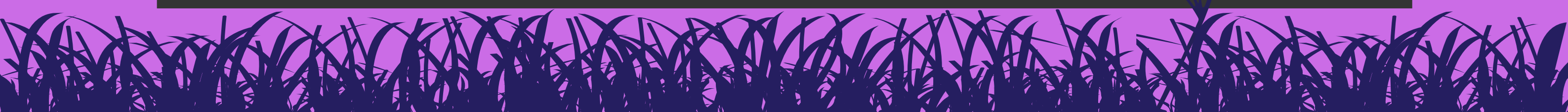
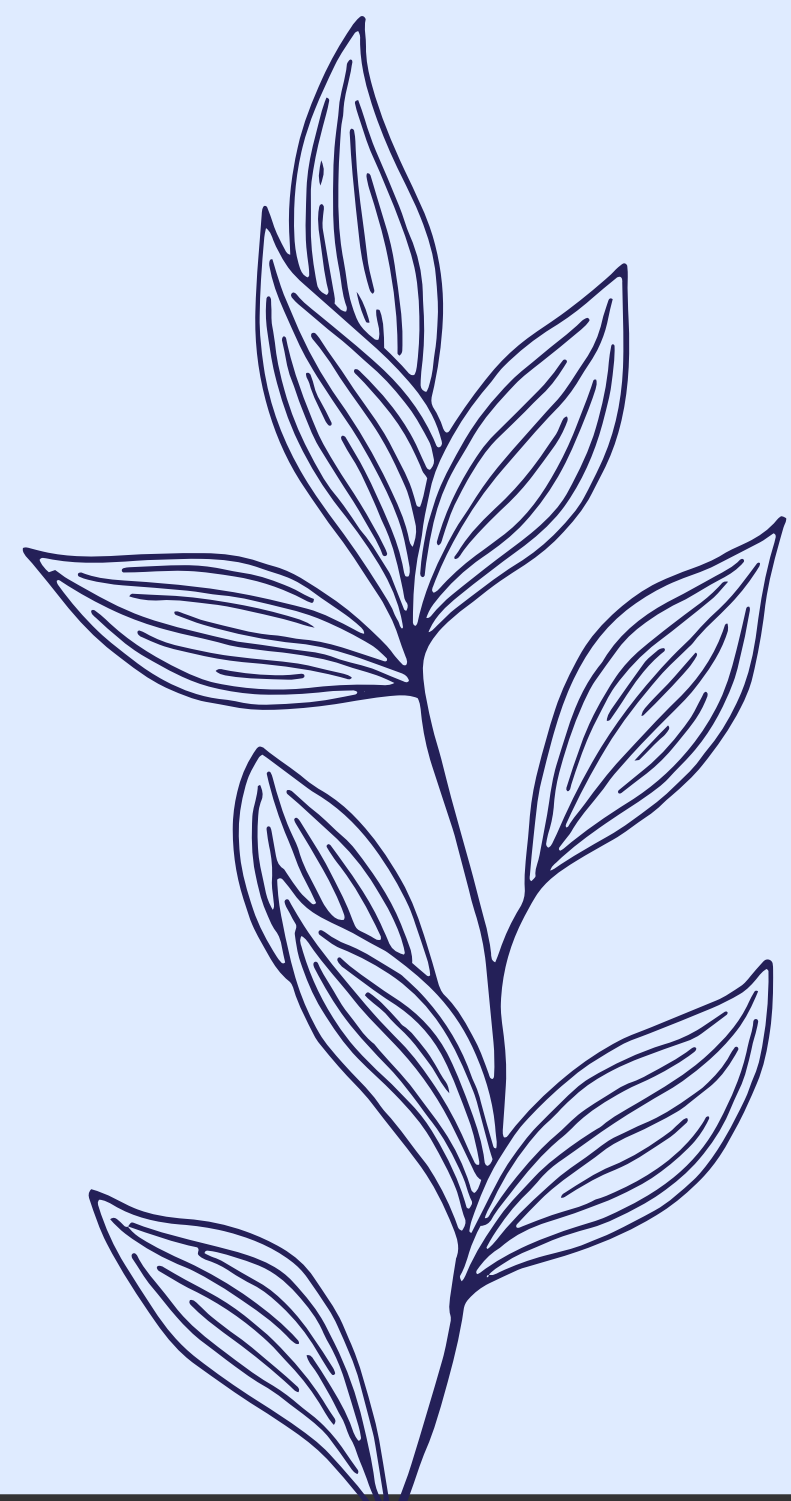
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LIBRARY ONLINE CATALOG (EFIND)

**Explore library
collections using Web
Public Access
Catalogue (eFind). Also
learn how to borrow,
reserve and renewal
books online.**

Contents:

1. Introduction to eFind
2. Material search
3. Reserve books
4. User account
5. Renewal online





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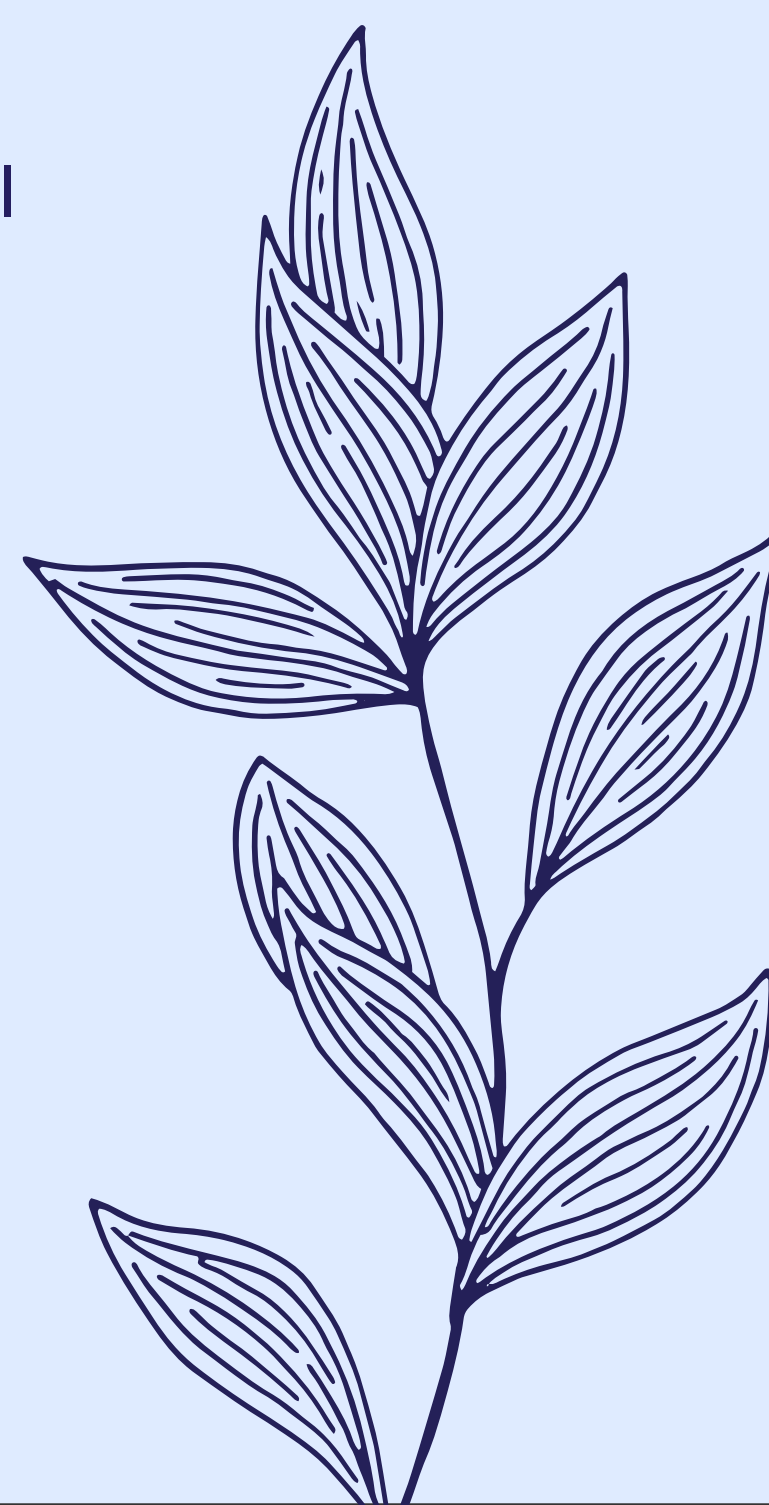
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INFORMATION LITERACY SKILLS

Information searching
skills using library
searching platforms
and subscribed
databases (eFind,
EzProxy, UMPIR,
eColLIB, E-Exam, eLIB).

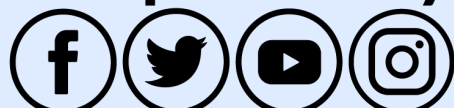
Contents:

1. Introduction to the library
2. Type/format of reference sources and material evaluation
3. Basic search techniques
4. Introduction of library searching platform
 - eFind
 - EzProxy
 - UMP-IR
 - eColLIB
 - E-Exam
 - eLIB
5. Introduction to open access
6. Basic citation and reference manager
7. Plagiarism tool



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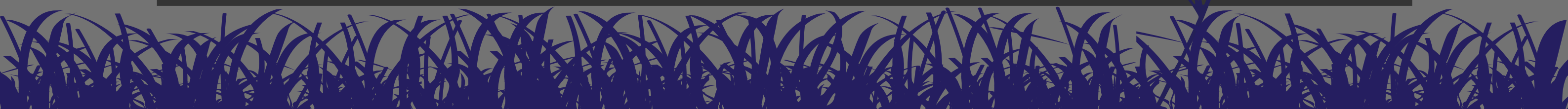
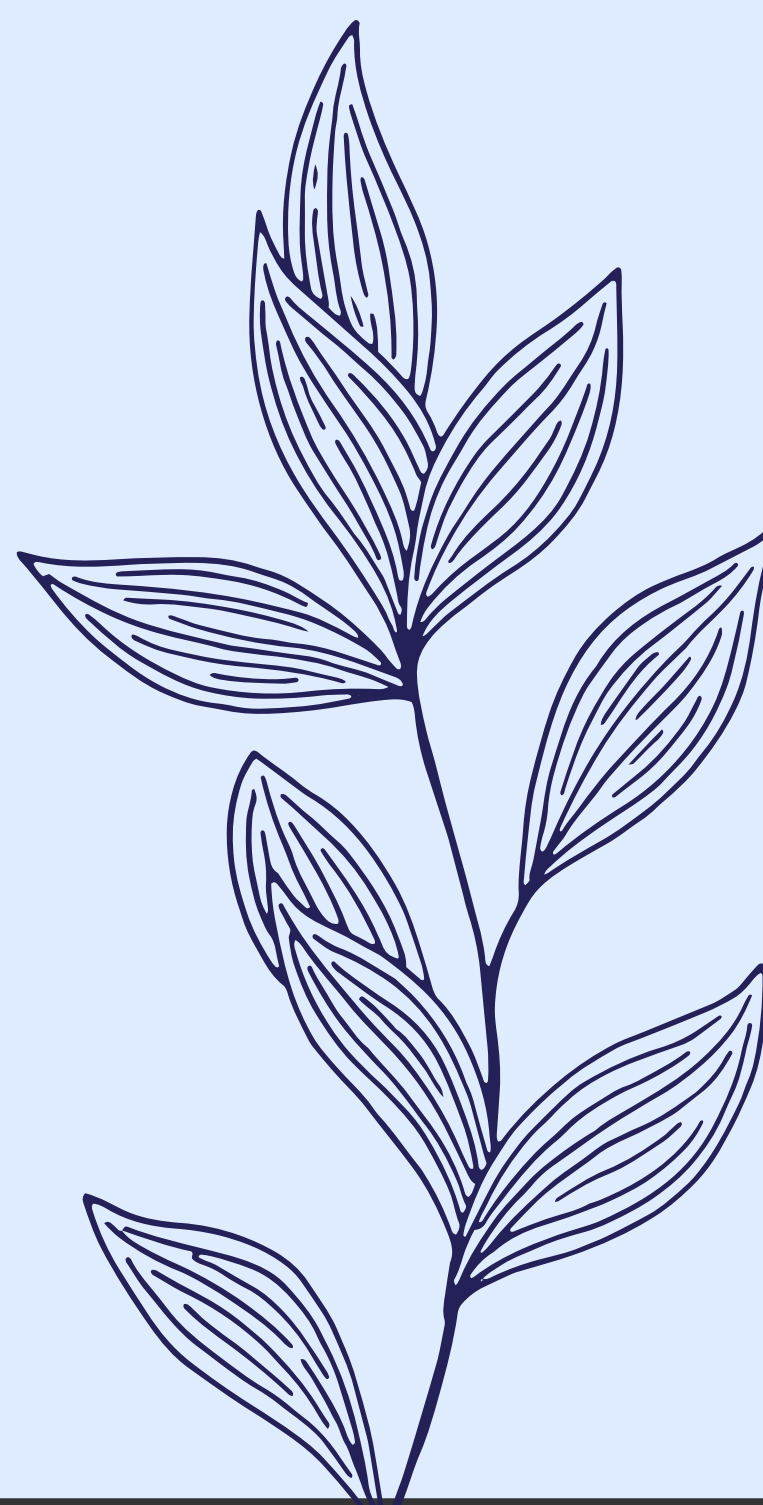
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INFORMATION SEARCH STRATEGIES

**Assist students in finding
information related to
their field of research
based on
subjects/databases/refer-
ence tools using the
best search strategies.**

Contents:

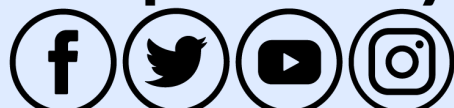
1. Identify material sources and locations
2. Appropriate keyword usage techniques
3. Identify databases relevant to the search field and use search techniques
4. Search techniques using citations and reference lists
5. Use of reference manager tools
6. Exploration of database features





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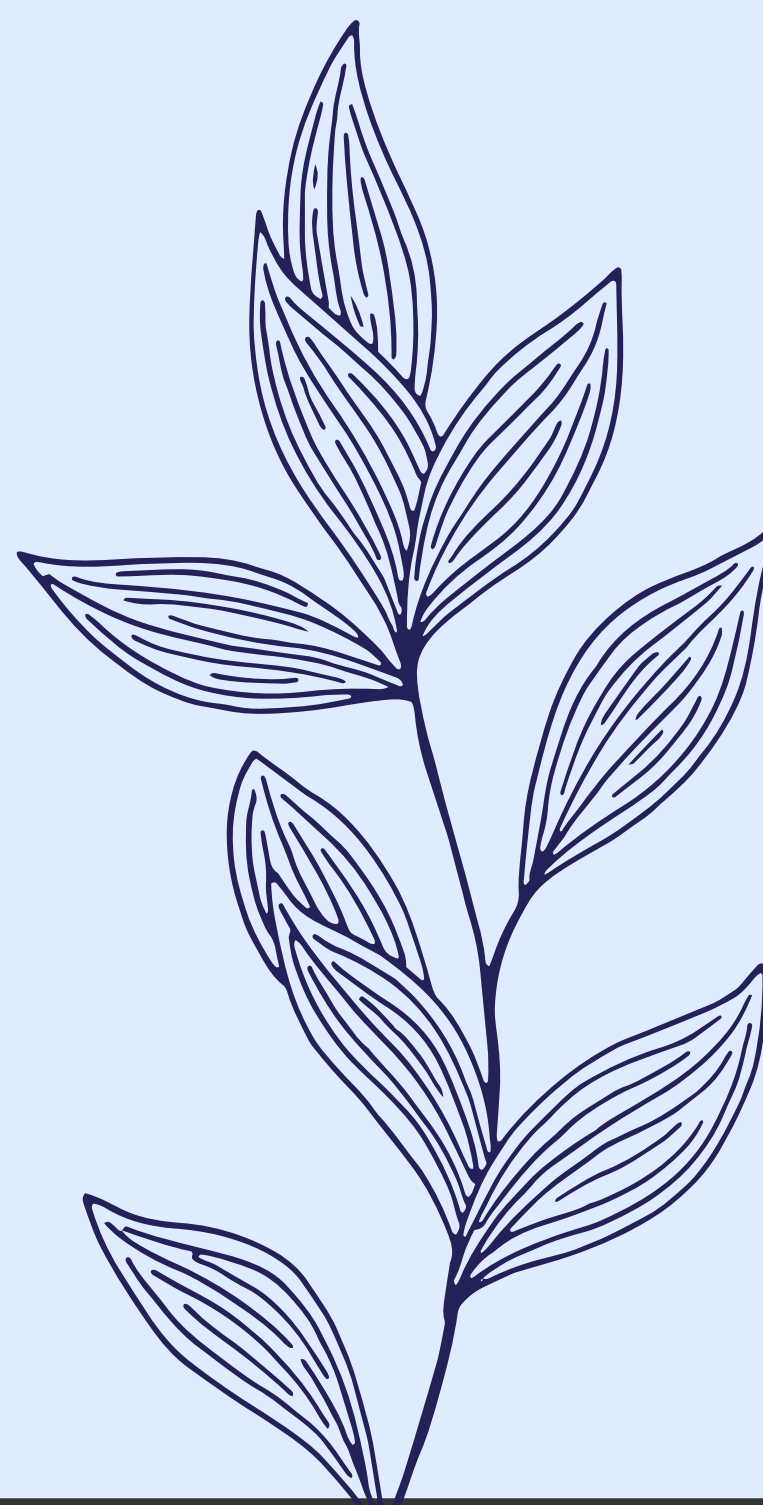
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TURNITIN (STUDENT GUIDE)

Creating an account,
submitting a paper and
viewing an originality
report.

Contents:

1. Introduction to 'plagiarism'
2. Get to know Turnitin
3. Register a user account
4. Submit the document
5. Generate and review documents
6. Analysis of 'similarity report' results




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MENDELEY



**Getting started with
Mendeley, adding
documents, search
citation, create citations
in word.**

Contents:

1. The purpose & importance of making citations & managing references
2. Basic reference styles (APA Styles)
3. Types of reference manager tools
4. Differences of reference manager tools, database and database citation
5. Introduction to the Mendeley reference manager tool
6. Register an account and install software
7. Enter reference material
8. Manage reference materials
9. Use Microsoft Word plug-in to enter in-text citations
10. Generate a reference list

