

INFORMATION SKILLS CLASSES



NOTE:

Classes will be conducted physically at the Main Library and branch libraries, as well as virtually via Google Meet. Upon request, sessions can also be arranged at alternative locations. Requests may be submitted by lecturers, course coordinators, or student group representatives by completing the **Class Request Form** (https://docs.google.com/forms/d/18Sj4Rt90xGLOEMia21uR-V_W9ELKOVEVyhmyf9Vank/viewform?pli=1&pli=1&edit_requested=true) available on the library's website.



For further information, please contact:

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INTRODUCTION



The UPM Library offers a comprehensive selection of classes aimed at enhancing the information literacy skills of the UPM community. These programs are designed to support academic research and promote lifelong learning, featuring interactive, hands-on sessions facilitated by experienced Liaison Librarians.



BENEFITS OF THIS PROGRAMME

- Library users will develop the skills to utilise library services and facilities appropriately, efficiently, and effectively.
- They will gain an understanding of effective search strategies to locate relevant and up-to-date information with accuracy and efficiency.
- Users will be able to identify, access, and critically evaluate information from a wide range of print and electronic resources.
- These competencies will enhance their confidence in accessing and applying information to support teaching, learning, and research activities.
- Additionally, users will strengthen their ability to continuously develop information literacy skills within their respective disciplines, equipping them to adapt to the evolving demands of the information landscape.



OUR MODULES

Module 1: Advanced Literature Search

- Students will learn to identify appropriate keywords, synonyms, and related terms to enhance the retrieval of relevant information.
- Students will develop an understanding of the research process and become familiar with its key stages.
- Students will gain knowledge of various types of information resources and scholarly databases.
- Students will apply effective search techniques and strategies to access both indexed and full-text materials efficiently.

Module 2: Managing References with Mendeley

- Students will learn to add reference materials to their Mendeley library using multiple methods.
- Students will understand how to efficiently organise and manage references within the Mendeley platform.
- Students will gain the ability to insert citations and generate bibliographies seamlessly using Mendeley in conjunction with Microsoft Word.

Module 3: Scholarly Publishing Guide

- Students will learn how to identify and select appropriate journals for their research papers.
- Students will develop the skills to recognize and avoid predatory publishers.
- Students will gain strategies for effectively promoting and increasing the visibility of their research work.

Module 4: Similarity Checker with Turnitin

- Students will learn to use Turnitin to assess their written work for potential instances of plagiarism.
- Students will develop the skills to interpret similarity reports, understand similarity percentages, and identify specific sections that may require proper citation or revision.
- Students will gain an understanding of the importance of academic integrity and the principles of ethical writing.

Module 5: Styling and Formatting with Microsoft Word

- Students will gain a comprehensive understanding of Microsoft Word's key functions.
- Students will develop the skills to utilize advanced features of Microsoft Word effectively.
- Students will learn to create structured and efficient draft templates, enabling them to produce professionally formatted, high-quality theses.

USER
EDUCATION

