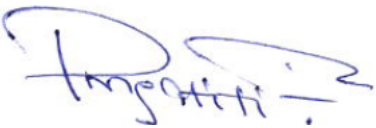


**AGA KHAN UNIVERSITY**

**Guidelines, Policies and Procedures**

<b>Policy Name</b>	Library Information Literacy Policy
<b>Policy Number</b>	AKU-K/LIB/PL/IL-001
<b>Approved by</b>	Associate Vice Provost & University Librarian Prof. Peter Gatiti 
<b>Date of Approval</b>	21 <sup>st</sup> February 2025
<b>Contact Office</b>	Office of the University Registrar

1.0 PURPOSE/INTRODUCTION:

1.1 This policy outlines content and guidelines for Information Literacy at the University for both undergraduate and postgraduate students.

2.0 POLICY STATEMENT:

2.1 This policy applies to Information Literacy as taught by AKU Librarians. Information literacy is a set of skills required by a person to find, retrieve, analyze and use information.

3.0 DEFINITIONS (WHERE APPLICABLE):

3.1 Information Literacy:

The "ability to recognize when information is needed and to locate, evaluate and use it effectively" (American Library Association, 2000). IL is more than just teaching students how to use the library. The goal of IL is to develop 21<sup>st</sup>-century information and technology competencies and the skills for lifelong learning.

4.0 SCOPE/RESPONSIBILITIES:

4.1 This policy document applies to all undergraduate and postgraduate & students at the Aga Khan University, Kenya.

5.0 PROCEDURE/POLICY CONTENT:

5.1 Introduction

As a commitment to its vision and mission, the library carries out various functions through an integrated program of service, resource management and education for information literacy. The goal is to ensure that each user and, more so, the student becomes a life-long learner characterized by the efficient, discriminating and responsible use of information. To become lifelong learners, students need practice and training in information retrieval. This is essential in this era whereby information technologies have developed and transformed the "manner in which information is stored, accessed, managed, conveyed and retrieved" (Philadelphia University, 2007).

Information Literacy at the University aims to equip users/students with the knowledge and skills to access and retrieve information.

## 5.2 Information Literacy for Undergraduates

### Objectives and learning outcomes

#### 5.2.1 Course Objectives:

- 5.2.1.1 Describe and explain sources of information
- 5.2.1.2 Demonstrate appropriate and effective search strategies
- 5.2.1.3 Describe skills for locating and retrieving information
- 5.2.1.4 Explain the process of Evidence-Based Practice
- 5.2.1.5 Identify evaluation criteria of information resources

#### 5.2.2 Learning outcomes:

By the end of the course, learners should be able to:

- 5.2.2.1 Demonstrate knowledge of the various types of information resources available
- 5.2.2.2 Identify information needs and formulate questions to refine the need.
- 5.2.2.3 Apply search techniques and navigational features of print and electronic resources to access information efficiently
- 5.2.2.4 Apply the Evidence-Based Practice process
- 5.2.2.5 Evaluate various information sources
- 5.2.2.6 Demonstrate understanding of the concept of plagiarism and cites sources properly.
- 5.2.2.7 Identify ways of keeping abreast with current nursing trends and practices

#### 5.2.3 Course Content

##### 5.2.3.1 Unit 1: Theory

##### 5.2.3.1.1 Sources of information:

- Information sources formats
- Primary
- Secondary and Tertiary sources.

##### 5.2.3.1.2 Information organization:

- Subject
- Alphabetical
- Chronological

##### 5.2.3.1.3 Information searching and retrieval:

- Key finding aids — OPAC, indexes, bibliographies, thesaurus
- Internet searching,
- Online databases.
- Search tools — search engines, web directories, metasearch engines

#### 5.2.3.1.4 Evidence-Based Practice (EBP)

- Introduction to evidence-based practice
- Evidence-based practice process
- Formulating clinical questions
- EBP resources

#### 5.2.3.1.5 Evaluating the information sources:

- Evaluation criteria.

#### 5.2.3.1.6 Legal and ethical dimension of information:

- Academic integrity - academic fraud, research misconduct
- Copyright law
- Plagiarism
- Citation and referencing Collaboration tools:

#### 5.2.3.2 Unit II: Practical/Hands-on Session

The practical sessions aim to demonstrate how to search for information, navigate various online resources/databases, and carry out both basic and advanced searches for optimal information retrieval.

Identifying, accessing and retrieving library and information resources

5.2.3.2.1 Library OPAC — <http://safari.aku.edu>

5.2.3.2.2 AKU Discovery Service & Intranet — Library Portal

Accessing, navigating and searching health databases

5.2.3.2.3 EBSCO - <http://search.ebscohost.com/>

5.2.3.2.4 ClinicalKey Nursing -  
<https://www.clinicalkey.com/nursing/#/>

5.2.3.2.5 McGraw-HillMcGrawHill Nursing ebooks -  
<http://mhbooklibrarv.com/>

5.2.3.2.6 UpToDate — <http://www.uptodate.com>

5.2.3.2.7 ClinicalKey — <http://www.clinicalkey.com>

5.2.3.2.8 Accessmedicine — <http://www.accessmedicine.com>

5.2.3.2.9 PubMed/Medline — <http://www.pubmed.gov>

5.2.3.2.10 HINARI — <http://www.who.int/hinari>

5.2.3.2.11 Cochrane — <http://www.cochranelibrary.com>

5.2.3.2.12 Emerald - <https://www.emerald.com/insight/>

Prerequisite:

Basic ICT skills

### 5.3 Information Literacy for Postgraduate

#### Objectives and Learning Outcomes

##### 5.3.1 Course Objectives:

- 5.3.1.1 Explain the organization of information
- 5.3.1.2 Develop and demonstrate appropriate and effective search strategies
- 5.3.1.3 Describe skills for locating and retrieving information sources
- 5.3.1.4 Explain the process of Evidence-Based Practice
- 5.3.1.5 Explain and demonstrate Reference Management

##### 5.3.2 Learning Outcomes

By the end of the course, the user should be able to:

- 5.3.2.1 Formulate successful search strategies
- 5.3.2.2 Organize and synthesize information from multiple sources
- 5.3.2.3 Use information in an ethical and legal manner
- 5.3.2.4 Understand how to avoid plagiarism and know how to cite sources of information.

##### 5.3.3 Course Content

###### 5.3.3.1 Unit I - Theory

###### 5.3.3.1.1 Advanced information searching and retrieval:

- Online Public Access Catalogue Searching
- Sources of information
- Online search techniques and strategies
- Evaluation of information resources

###### 5.3.3.1.2 Evidence-Based Practice

- Introduction to Evidence-Based Practice
- Formulating clinical questions
- EBP resources

###### 5.3.3.1.3 Referencing skills:

- Referencing/citation styles (Vancouver)

- Reference management systems (Endnote, Zotero, Mendeley)
- 5.3.3.1.4 Legal and ethical dimension of information
  - Anti-plagiarism (Turnitin)
- 5.3.3.1.5 Scholarly Communication
- 5.3.3.2 Unit II — Practical/Hands-on Session
  - 5.3.3.2.1 Identifying, accessing and retrieving library and information resources
    - Library OPAC
    - AKU Kenya Library Portal
    - Open Athens Off-Campus Access
  - 5.3.3.2.2 Accessing, navigating and searching databases
    - AKU Discovery Service (EDS)
    - PubMed/ Medline
    - HINARI
    - ClinicalKey
    - Uptodate
    - Accessmedicine
    - Emerald
    - JoVE
    - Lippincott Procedures
    - Taylor & Francis
  - 5.3.3.2.3 Reference Management
    - Endnote
    - Zotero
  - 5.3.3.2.4 Institutional Repository
    - eCommons
- 5.4 Teaching Methodologies and Resources
  - 5.4.1 Teaching Methodologies

Delivery will be in the form of lectures, group discussions and hands-on activities.
  - 5.4.2 Resources
    - Resource Centre
    - Computers
    - Projector
- 5.5 Evaluation and Assessment
  - 5.5.1 Evaluation

Pre and post-evaluation exercises will be administered.
  - 5.5.2 Assessment

Formative - Question & Answers, Take away exams (30%)  
Summative - Assignments, Examinations (70%)