



Kingdom of Saudi Arabia
Ministry of Defense
Ministry Agency for Excellence Services
General Administration of Health Services
Prince Sultan Military College of Health Sciences

COLLEGE POLICIES & PROCEDURES
Controlled Document, Not to be Reproduced

Policy Title: LIBRARY ORIENTATION AND BIBLIOGRAPHIC INSTRUCTION		Policy No: MC-PG-LA-06	
Supersedes: 8741-006	Effective Date: 03-August-2023	Version: 3	Page 1 of 3

1. PURPOSE

- 1.1. The purpose of this policy is to delineate the use of the Library at Prince Sultan Military College of Health Sciences (PSMCHS). The library computer facility area was designed to be used by librarians for orientation and live sessions also known as Bibliographic Instruction, Library Orientation, or Information Literacy.

2. APPLICABILITY:

- 2.1. All PSMCHS staff
2.2. All PSMCHS students
2.3. King Fahad Military Medical Complex Members (KFMMC)

3. RESPONSIBILITY OF:

- 3.1. Librarian
3.2. Faculty members

4. DEFINITION OF TERMS:

- 4.1 **Delineate:** means to describe something completely, including details.
4.2 **Orientation:** consists of "instructional programs designed to teach **library** users how to locate the information they need quickly and effectively.
4.3 **Bibliographic Instruction:** Teaching and presenting information on **library** and information resources in a systematic way to **library** users/patrons.

5. POLICY:

- 5.1. To provide library orientation and instruction demonstrating the effective utilization of available library resources and services.
5.2. Do a presentation about library resources or provide a hands-on session for students.
5.3. Tailor an instruction session to the needs of your course or assignment, to provide effective classroom instruction targeted to the specific level of the user's.



Kingdom of Saudi Arabia
Ministry of Defense
Ministry Agency for Excellence Services
General Administration of Health Services
Prince Sultan Military College of Health Sciences

COLLEGE POLICIES & PROCEDURES
Controlled Document, Not to be Reproduced

Policy Title: LIBRARY ORIENTATION AND BIBLIOGRAPHIC INSTRUCTION		Policy No: MC-PG-LA-06	
Supersedes: 8741-006	Effective Date: 03-August-2023	Version: 3	Page 2 of 3

5.4. Provide a brief refresher on library services.

6. PROCEDURES

- 6.1. Faculty members who wish to schedule a library instruction session may do so by completing a (PG-031: Library Instruction Request Form) available in the library. The classes may arrange only during the library's hours of operation.
- 6.2. Once a class has met with a librarian for a session, the course instructor may request students to visit the library for orientation.
- 6.3. The faculty member must remain with the class during the session.

7. REFERENCES:

None

8. APPENDICES:



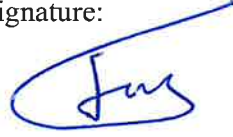



- 8.1. PG-031: Library Instruction Request Form



Kingdom of Saudi Arabia
Ministry of Defense
Ministry Agency for Excellence Services
General Administration of Health Services
Prince Sultan Military College of Health Sciences

COLLEGE POLICIES & PROCEDURES
Controlled Document, Not to be Reproduced

Policy Title: LIBRARY ORIENTATION AND BIBLIOGRAPHIC INSTRUCTION		Policy No: MC-PG-LA-06	
Supersedes: 8741-006	Effective Date: 03-August-2023	Version: 3	Page 3 of 3

Compiled by: Mr. Mohammad Rasheed <i>Senior Librarian</i>	Signature: 	Date: 03-August-2023
Reviewed by: Ms. Fatimah Sameer Al Nasser <i>Acting Library Affairs Unit Head</i>	Signature: 	Date: 03-August-2023
Reviewed By : Dr. Jaber Saud Alqahtani <i>Vice Dean of Postgraduate Studies and scientific Research</i>	Signature: 	Date: 03-August-2023
Reviewed By : Ms. Abeer Misfer Alshamrani <i>Assistant Vice Dean of Development & Quality</i>	Signature: 	Date: 03-August-2023
Authorized by: Lt. Col. Dr. Othman Abdulaziz Alfahad <i>Vice Deanship of Development & Quality</i>	Signature: 	Date: 03-August-2023
Approved by: Dr. Eidan Musa Al Zahrani <i>College Dean</i>	Signature: 	Date: 03-August-2023
Date effective: 03-August-2023	Date of next review: 03-August -2026	