

## General Information Literacy

The Library conducts training sessions in Information Literacy Skills for its users. This session engages the users in learning: Information Literacy Skills, how to access the print and e-resources availed by the library, referencing methods using reference management tools, and academic integrity for instance use of anti-plagiarism software for effective academic writing. This program is provided in the following ways;

1. Teaching information IL during communication skills classes/ Integration of IL content in communications skills lectures
2. Scheduled students training,
3. Print and electronic guides
4. Use of web bulletins
5. Online inquiries such as [Ask Librarian](#) | [Frequently asked questions](#) | [LiveChat](#)

## Information Literacy Schedule

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SN	Target Group	Proposed
1	Trimester New Students	July 2025
2	Postgraduates	July 2025
3	Undergraduate 1st Year	September/October 2025
4	Law students	September 2025

## Library Guidelines and Policies

Follow the links below to download the corresponding library guide/policy

1. [Library Policy](#)
2. [Plagiarism Policy](#)

## Information on Plagiarism and Referencing

Plagiarism is defined as the act of presenting other people's ideas, works, or statements as their own from an academic perspective. It happens with students, researchers, and other scholars when they present research reports, assignments, and papers as their own when it is not the case.

### **Temptation to plagiarism**

There is great temptation to copy-paste other people's works due to:-

- Availability of easy to use word processing software e.g Microsoft word
- Access to the internet and availability to electronic information i.e google resources, e-books, and e-journals.
- Improved technology, scanners, copiers, and digital cameras.

***"Failure to acknowledge sources of information appropriately amounts to plagiarism"***

### **Referencing**

Acknowledging and Supporting your ideas during Research

Academic writing relies on more than just the ideas and experiences of one author. It also uses the ideas and research of other sources such as books, journal articles, websites, etc. These other sources may be used to support the author's ideas, or the author may be discussing, analyzing, or critiquing other sources.

**Referencing** is used to tell the reader where ideas from other sources have been used in an assignment. There are many reasons why it is important to reference sources correctly:

- It shows the reader how your argument relates to the entire perspective on a situation or issue
- It properly credits the originators of ideas, theories, and research findings
- It shows the reader that you can find and use sources to create a solid argument.

**There are two elements used in referencing:**

1. A citation inside the body of the assignment
2. An entry in a reference list or bibliography at the end of the assignment

#### **1. Citing**

Mentioning the work of others in your own work.

e.g The more involved or consulted people are, the greater will be their commitment in its implementation and sustenance of the projects. (Mulwa, 2002).

In this example, “(Mulwa, 2002)” tells the reader that this information has come from a source written by Mulwa, which was published in 2002. This is a signpost, pointing the reader to the reference list.

## **2. Referencing**

The reference list is a list of all the sources used (and cited) in an assignment. It is usually alphabetized according to the names of the authors. Each entry in the reference list contains detailed information about one source. This can include the author's name, the year of publication, the title of the source, and other publication details. For example:

Khan, M. (1993). Managing Project Sustainability: Key Concepts and Issues in Development Administration in Asia-Pacific. *Journal of Rural Development*. , Dhaka CIRDAP. Spring Issue

Khan, M., et.al. (1992). Sustainability of Social Sector Projects: The Asian Experience. Washington DC:  
The World Bank

Korten D. C., (1980). Community Organization and Rural Development: A Learning Process Approach.  
*Public Administration Review*

Lusthaus G. and Adrien M., (1999). Enhancing Organizational Performance: A Tool for Self Assessment.

Mintzberg H. and Quinn B. J., (1996). The Strategy Process: Concepts, Contexts and Cases. Third Edition,  
New Jersey: Prentice Hall International

Mulwa F., (2002). Management of Community Based Organization. Nairobi: Olives Publishers

### **Referencing styles**

Referencing is a formal system: there are rules and standards to follow when formatting citations and references. Many students find referencing quite intimidating at first. Like any skill, it takes time and patience to learn.

The examples above use APA style, a format created by the American Psychological Association. It is the most common referencing style used at the University of Embu.

Other styles include MLA style, Oxford style, Harvard style, and Chicago style.

## Referencing tools

The following are the recommended software and tools that help with creating or managing references.

<a href="#">Mendeley</a>	is a reference manager and academic social network. It is also a free pdf manager, take your own fully searchable library in seconds, cite as you write, and read and annotate your PDFs on any device	<a href="#">Mendeley Quick Start Guide</a>
<a href="#">Zotero</a>	Zotero helps to collect, organize, cite, and share research sources. You can add PDFs, images, audio and video files, snapshots of web pages, and really anything else. Zotero automatically indexes the full-text content of your library, enabling you to find exactly what you're looking for with just a few keystrokes.	<a href="#">Zotero Quick Start Guide</a>

**N/B** Failure to properly acknowledge sources is called plagiarism, and it can carry significant academic penalties.

## Publishing a paper in a suitable Journal

There are thousands of active research journals making journal selection intimidating to authors. Choosing the right one can involve the tedious process of researching the scope of the journals you are interested in. Fortunately, the process has been made easier by online research tools such as:

- [Scimago Journal and Country Rank \(SJR\)](#)
- [Journal Suggester \(Springer\)](#)
- [Journal Finder \(Elsevier\)](#)
- [Think.Check.Submit](#)
- [FindMyJournal](#)
- [Directory of Open Access Journals \(DOAJ\)](#)
- [Scopus](#)
- [Edanz Journal Selector](#)

## Borrowing Matrix

User	No. of Books	Issue/Loan Period	Overdue Fines Ksh Per Day	Renewals Allowed
<b>Undergraduates students</b>	3	14	5	1
<b>Postgraduate students</b>	6	30	5	1
<b>Non-academic staff</b>	3	30	5	1
<b>Academic staff</b>	6	90	5	1
<b>Part-time lectures</b>	6	30	5	3