

## **General Information Literacy**

### **Training Sessions**

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**

<b>SN</b>	<b>Target Group</b>	<b>Proposed</b>
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**

### **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.

### **Plagiarism**

**Plagiarism** is the act of **using someone else's words, ideas, or work without giving proper credit**, and presenting it as your own.

It is considered **academic dishonesty** and can have serious consequences in education and research.

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### **Types of Plagiarism**

1. **Direct Plagiarism** - Copying text word-for-word without quotation marks or citation.
  2. **Self-Plagiarism** - Reusing your own previously submitted work without permission or acknowledgment.
  3. **Mosaic Plagiarism** - Mixing your words with copied phrases without proper citation.
  4. **Accidental Plagiarism** - Failing to cite sources correctly, even unintentionally.
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### **Examples**

- Copying a paragraph from a book or website and not citing it.
  - Submitting a friend's essay as your own.
  - Reusing parts of your previous assignment without indicating it.
  - Using someone else's ideas or diagrams without credit.
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### **How to Avoid Plagiarism**

- Always **cite sources** (APA, MLA, etc.)
  - **Paraphrase** in your own words, not just change a few words
  - Use **quotation marks** for direct quotes
  - Keep track of **all sources used** during research
  - Use **anti-plagiarism software** (e.g., Turnitin) to check your work
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### **What is Anti-Plagiarism Software?**

Anti-plagiarism software is a tool that **detects and prevents plagiarism** by comparing submitted texts with: Academic papers, Books and journals, Websites,

## Student submissions

Its purpose is to **ensure academic integrity and promote originality** in research and assignments.

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## 2. Turnitin

Turnitin is a widely used **anti-plagiarism software** in universities worldwide. The University uses this software -

### Key Features:

- **Originality Check:** Detects similarity between submitted work and existing sources
  - **Similarity Reports:** Shows matched text and highlights possible plagiarism
  - **Citation Assistance:** Suggests proper referencing to avoid plagiarism
  - **GradeMark:** Allows instructors to annotate, comment, and provide feedback directly online
  - **Integration:** Works with learning management systems like Moodle, Canvas, and Blackboard
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### How Turnitin Works

1. Students submit assignments online via Turnitin.
  2. Turnitin compares the text with:
    - Internet sources
    - Published academic content
    - Previously submitted student papers
  3. Generates a **similarity report (%)** and highlights **matching text**.
  4. Instructors and students can review matches and correct citations.
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### Benefits of Turnitin

- Promotes **academic honesty**
  - Helps students **improve citation skills**
  - Reduces risk of **accidental plagiarism**
  - Provides **quick feedback** for instructors
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### 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.

### Tips for avoiding plagiarism

- Always **cite sources properly** using APA, MLA, or your university's required style
- Paraphrase instead of copying text directly
- Use the similarity report to **revise your work before final submission**
- Check small matches in common phrases - not all matches indicate plagiarism

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

**Referencing** - Acknowledging and Supporting your ideas during Research

### What is Citation and Referencing?

**Citation** - A citation is a brief acknowledgment within the text showing where information was taken from.

**Referencing** - A reference is a full bibliographic description of the source, listed at the end of the document in a reference list.

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.

**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.

**Referencing** is used to tell the reader where ideas from other sources have been used in an assignment.

**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. 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.

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.

### **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.

### **Guide to Referencing using APA (7th Edition)**

#### **1. In-Text Citation Examples**

##### **One Author**

(Kumar, 2021)

##### **Two Authors**

(Achieng & Otieno, 2020)

##### **Three or More Authors**

(Mwangi et al., 2022)

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#### **2. Reference List Examples (Realistic & Complete)**

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##### **◆ One Author**

##### **Book**

##### **Format:**

Author, A. A. (Year). *Title of book*. Publisher.

##### **Example:**

Kumar, Ranjit. (2021). *Research methodology: A step-by-step guide for beginners*. SAGE

Publications.

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### Journal Article

#### Format:

Author, A. A. (Year). Title of article. *Journal Title*, Volume(Issue), pages.

#### Example:

Tenopir, Carol. (2020). Academic reading patterns in the digital age. *Journal of Academic Librarianship*, 46(4), 102-110.

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#### ◆ Two Authors

### Book

#### Format:

Author, A. A., & Author, B. B. (Year). *Title of book*. Publisher.

#### Example:

Creswell, John W., & Creswell, J. David. (2018). *Research design: Qualitative, quantitative, and mixed methods approaches*. SAGE Publications.

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### Journal Article

#### Format:

Author, A. A., & Author, B. B. (Year). Title of article. *Journal Title*, Volume(Issue), pages.

#### Example:

Achieng, Lucy A., & Otieno, Mark O. (2020). Use of electronic resources by university students in Kenya. *African Journal of Library, Archives and Information Science*, 30(2), 85-97.

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#### ◆ Three Authors

### Journal Article

#### Format:

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Journal Title*, Volume(Issue), pages.

#### Example:

Mwangi, Peter N., Wanjiru, Anne K., & Kamau, David M. (2022). Adoption of digital library services in public universities. *Library Management*, 43(6-7), 410-423.

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**In-text citation:**

(Mwangi et al., 2022)

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**◆ More Than Three Authors****Journal Article****Format:**

Author, A. A., Author, B. B., Author, C. C., & Author, D. D. (Year). Title of article. *Journal Title*, Volume(Issue), pages.

**Example:**

Okello, James A., Njoroge, Mercy W., Kiplagat, Samuel K., & Mutiso, Grace N. (2023). Open access publishing and research visibility in Africa. *Information Development*, 39(1), 65-78.

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**In-text citation:**

(Okello et al., 2023)

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**◆ More Than Three Authors (Book)****Format:**

Author, A. A., Author, B. B., Author, C. C., & Author, D. D. (Year). *Title of book*. Publisher.

**Example:**

Saunders, Mark N. K., Lewis, Philip, Thornhill, Adrian, & Bristow, Alexandra. (2019). *Research methods for business students*. Pearson Education.

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### 3. Quick APA Rule Reminder

- All authors are listed in the reference list (up to 20 authors in APA 7)
- Use **et al.** in in-text citations for 3 or more authors
- Journal titles and book titles are italicized
- Use **sentence case** for article and book titles
- References are listed **alphabetically**

## Referencing tools

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

<a href="#"><u>Mendeley</u></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="#"><u>Mendeley Quick Start Guide</u></a>
<a href="#"><u>Zotero</u></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="#"><u>Zotero Quick Start Guide</u></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](#)

## **Library Circulation**

### **1. Library Circulation**

Library circulation refers to the process of managing the lending and returning of library materials to users. It ensures that library resources are properly issued, tracked, and returned on time.

Key Circulation Activities:

- Issuing (borrowing) library materials
- Receiving returned items
- Renewing borrowed materials
- Reserving (holding) items for users
- Managing overdue items and fines
- Updating borrower records

Circulation services help the library control the movement of materials and ensure fair access for all users.

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### **2. Circulation Desk**

The circulation desk is the main service point where users interact with library staff for borrowing-related services.

Services Offered at the Circulation Desk:

- Book borrowing and returns
- Membership registration and verification
- Renewals and reservations
- Overdue fine inquiries and payments
- User guidance on locating materials
- Reporting lost or damaged items

The circulation desk acts as the link between users and library collections.

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### **3. OPAC (Online Public Access Catalogue)**

OPAC is an electronic catalogue that allows users to search the library's holdings online.

What Users Can Do Using OPAC:

- Search books by title, author, subject, or keyword
- Check availability status (on shelf or on loan)
- View call numbers and location
- Reserve or renew items (where enabled)

OPAC helps users locate materials quickly and independently without assistance.

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### **4. Library Shelves and Classification System**

Library materials are arranged on shelves according to the Library of Congress (LC) Classification Scheme, which organizes books by subject.

Library of Congress (LC) Classification Scheme:

- Uses letters and numbers (e.g., QA76.73, HD30.2)
- Groups related subjects together
- Makes it easier to locate materials on the shelves

Below is a **floor-by-floor listing of University of Embu Library based on the Library of Congress (LC) Classification Scheme**, suitable for library signage, orientation guides, or exams.

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- ♀ Ground Floor: LC Classes A – L

Class	Subject Area
A	General Works
B	Philosophy, Psychology, Religion
C	Auxiliary Sciences of History
D	World History
E	History of the Americas (United States)
F	History of the Americas (Local & Latin America)
G	Geography, Anthropology, Recreation
H	Social Sciences
J	Political Science
K	Law
L	Education

- \_\_\_\_\_
- ♀ First Floor

Class	Subject Area
J	Political Science
K	Law

- \_\_\_\_\_
- ♀ Second Floor: LC Classes Q – Z

Class	Subject Area
Q	Science
R	Medicine
S	Agriculture
T	Technology
U	Military Science
V	Naval Science
Z	Bibliography, Library Science, Information Resources

#### Shelving Process:

- Each book is assigned a call number
- Books are arranged alphabetically and numerically on shelves
- Users use the OPAC call number to find the exact shelf location

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#### 5. Relationship Between OPAC, Shelves, and Circulation

- OPAC helps users identify and locate materials
- Shelves organize materials using the LC Classification Scheme
- Circulation Desk manages borrowing and returns

Together, they ensure efficient access, organization, and use of library resources.

#### Borrowing Matrix

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

**NB: For more information and enquiries concerning trainings, plagiarism, Turnitin support, referencing, citation, circulation not present in this guide, contact librarian directly on -**

<https://tawk.to/chat/650ae1d0b1aaa13b7a77e5fc/1hap8472n>