

# **SOUTH EASTERN KENYA UNIVERSITY LIBRARY**

**INFORMATION LITERACY SESSION**

# What is Information Literacy?

Information literacy is a set of abilities requiring individuals to "recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information."

## An information literate person is able to:

- ❖ Determine the extent of information needed
- ❖ Access the needed information effectively and efficiently
- ❖ Evaluate information and its sources critically
- ❖ Incorporate selected information into one's knowledge base
- ❖ Use information effectively to accomplish a specific purpose
- ❖ Understand the economic, legal, and social issues surrounding the use of information, and access and use information ethically and legally

# Training covers the following contents

- ❖ Library services
  - *Membership and borrowing of library resources*
  - *Library catalogue (open public access catalogue OPAC)*
  - *Institutional repository*
  - *Library electronic resources*
  - *Openly-accessible search engines*
  - *Ask a librarian service*
- ❖ How to access to information resources in the library
- ❖ *Library rules*
- ❖ Developing a search strategy
- ❖ Criteria for evaluating information sources
- ❖ Plagiarism
- ❖ Referencing i.e. using referencing and citation softwares

## By the end of this session students will:

- ❖ Have explored library services
- ❖ Be able to search the library catalogue for information
- ❖ Be in position to use and understand the importance of e-resources as part of a literature search
- ❖ Students will be able to create a bibliography using citation tools (zotero/mendely)
- ❖ Be in position to register in the library, borrow and renew books
- ❖ Understand plagiarism and how to avoid

# LIBRARY SERVICES

- **Library Catalogue** <http://catalog.seku.ac.ke/>

The screenshot displays the South Eastern Kenya University Library Online Public Access Catalogue (OPAC) interface. At the top, the university name is prominently displayed, followed by the title 'Library Online Public Access Catalogue'. A green navigation bar contains links for 'Cart', 'Lists', 'SEKU Repository', 'Off-Campus Access', and 'Account Log In'. Below this is a search bar with a 'Keyword' dropdown, a search input field, a 'All libraries' dropdown, and a 'Go' button. A red 'HINT' message provides instructions on how to use the search bar. Below the search bar are links for 'Advanced search', 'Course reserves', 'Tag cloud', and 'Most popular'. The main content area is divided into several sections: 'Home', 'Opening Hours' (listing hours for Mon-Fri, Saturday, and Sunday), 'Quick Links' (a list of links with checkboxes), 'Getting started' (a section explaining the Library of Congress Classification system and providing instructions on using the OPAC), 'New Arrivals' (a section with a dropdown menu for selecting a campus library), and 'Your say!' (a section for user feedback, including a Facebook link).

**South Eastern Kenya University**  
Library Online Public Access Catalogue

[Cart](#) | [Lists](#) | [SEKU Repository](#) | [Off-Campus Access](#) | [Account Log In](#)

**Search** Keyword Search for items in the library All libraries **Go**

**HINT:** To get started, just fill in the blank on the search bar above with your keyword & click GO. For a broader search, use an "Asterik ( \* )" e.g. BEHAV\* will give results for BEHAVIOUR, BEHAVIOR, BEHAVE etc.

[Advanced search](#) | [Course reserves](#) | [Tag cloud](#) | [Most popular](#)

Home

**Opening Hours**

Mon-Fri: 8.30am- 10.00pm  
Saturday: 8.30am - 4.00pm  
Sunday: 8.30am - 1.00pm  
Public/National Holidays - Closed

**Quick Links**

- E-Resources
- Suggest a Book
- FAQs
- Ask-A-Librarian
- Library Rules
- Off-Campus Access

**Getting started**

South Eastern Kenya University(SEKU) Library uses the Library of Congress Classification system (LC). Books are arranged on the shelves according to their subject content using a series of letters and numerals derived from this classification system.

**Using the OPAC**

To get started, just fill in the blank on the search bar above with what you want to find and click GO. For even more specific searching, use the advanced search feature to help narrow in on what you are looking for.

**New Arrivals**

-- Please choose --

Choose a Campus Library to see which titles are new to the library. Titles display with the most recently added at the top of the list.

**Your say!**

Commented on [SOUTH Eastern KENYA University's public post](#)

# • Institutional Repository <http://repository.seku.ac.ke/>

[Login](#)



## South Eastern Kenya University Digital Repository

Repository Home

### Search Repository

 

### Browse

All Repository

[Communities & Collections](#)  
[By Issue Date](#)  
[Authors](#)  
[Titles](#)  
[Subjects](#)

### My Account

[Login](#)  
[Register](#)

### Discover

Author

[South Eastern Kenya University \(1347\)](#)  
[Wachira, Francis N. \(119\)](#)  
[Nyariki, Dickson M. \(97\)](#)  
[Ng'ang'a, Zipporah W. \(90\)](#)  
[Muasya, Reuben M. \(70\)](#)

### SEKU Digital Repository

This is a digital service that collects, preserves, and distributes digital material. Repositories are important tools for preserving an organization's legacy; they facilitate digital preservation and scholarly communication.

### SEKU Repository Communities

Select a community to browse its collections.

- [Books and Book Chapters](#) [144]
- [Conference/Workshop/Seminar Papers](#) [200]
- [Journal Articles](#) [1165]
- [Past Papers](#) [1272]
- [Research Papers](#) [67]
- [SEKU Publications](#) [109]
- [Speeches and Lectures](#) [31]
- [Theses and Dissertations](#) [220]

### Recently Added

[Factors that influence adoption of integrated soil fertility and water management practices by smallholder farmers in the semi-arid areas of eastern Kenya](#)

Mutua-Mutuku, M.; Nguluu, Simon N.; Akuja, Thomas E.; Lutta, M.; Bernard, P. (Universidad Autonoma de Yucatan, 2017)  
In arid and semi-arid lands (ASALs), low adoption of integrated soil fertility and water management (ISFWM) technologies has contributed to food and nutrition insecurity. A study was conducted to assess factors influencing ...

[Effect of larval age and supplemental feeding on morphometrics and oviposition in honey bee](#)

# • Electronic -resources

[http://library.seku.ac.ke/?option=com\\_content&view=article&layout=edit&id=69](http://library.seku.ac.ke/?option=com_content&view=article&layout=edit&id=69)



**South Eastern Kenya University Library**  
Arid to Green  
ISO 9001:2008 Certified

LOGIN REGISTER

f g+ t p r

HOME ABOUT ▾ ONLINE RESOURCES ▾ INFORMATION LITERACY CAMPUS LIBRARIES FAQs CONTACT US

ONLINE RESOURCES

- OPAC
- Digital Repository
- E resources
- Off-Campus Access
- Users' Survey

ABOUT US

- Library services
- Library rules and regulations

## SOUTH EASTERN KENYA UNIVERSITY ELECTRONIC RESOURCES

The SEKU Library provides access to a huge range of electronic resources (e-journals and e-books) to support teaching, learning and academic research for students and staff. These resources can be accessed within the university and off the campus.

- [Electronic Journals](#)
- [Electronic Books](#)
- [Open Access Databases](#)

MAIN CAMPUS	KITUI CAMPUS	MACHAKOS CAMPUS	WOTE CAMPUS	MTITO-ANDEI CAMPUS
Main Campus	Kitui Campus	Machakos Campus	Wote Campus	Mtito-Andei Campus



# Library electronic resources cont...

## Access Mode

- IP Address range
- Password and User names
- Off-campus access



## Examples of openly-accessible search engines

- <http://scholar.google.com/> (provides access to more peer reviewed/ academic content not in regular search tools e.g. Google)
- [www.metacrawler.com](http://www.metacrawler.com) (Offers a single source to search the Web, images, audio, video, news from Google, Yahoo, Yandex, and many more search engines)
- [www.scirus.com](http://www.scirus.com) (Scirus is the most comprehensive science-specific search engine on the Internet)

# Other library services

- ❖ **Membership and borrowing of library resources**
- ❖ **Ask a librarian service**, email [library@seku.ac.ke](mailto:library@seku.ac.ke)
- ❖ **Library rules**  
<http://library.seku.ac.ke/index.php/about-library/library-rules-and-regulations>

# How to evaluate information sources

## Good information sources

- peer reviewed, updated, factual, comprehensive, cites good sources, objective, balanced, correctly written, well presented, are transparent about authorship, sponsorship, and purpose.

## Poor information sources

- Unreliable, inaccurate, out-of-date, lack credibility and full bibliographical details.
- Presence of unfounded statements, unbalanced judgment, mistakes and misspellings, inappropriate presentation.

# Plagiarism

Plagiarism is a Literary/ intellectual theft that occur by presenting another person's work or ideas as your own. Plagiarism can take many forms from intentional cheating to accidentally coping from a source without acknowledgement.

**Copyright** protects original works, encourages its production and places limits on how much a published work one can copy.

# Common forms of plagiarisms

- Quoting from a source 'word for word', without citing and referencing.
- Using someone's assignment as your own
- Putting someone else's ideas into your own words
- Cutting and pasting text from an internet sources.
- Using the words of someone else.
- Lifting sentences or paragraphs from someone else.

# How you can avoid plagiarising

- ❖ Allow sufficient time for the research and writing processes.
- ❖ Use sources with full bibliographic details
- ❖ Do proper citation and referencing
- ❖ Use an anti-plagiarism checker (e.g. turnitin) to detect plagiarism.

# Consequences of Plagiarism

- ❖ Rejection of work
- ❖ loss of credibility
- ❖ Revocation of certificates
- ❖ Destroyed Professional/ academic Reputation
- ❖ Legal Repercussions



# Citation and referencing

Referencing allows you to acknowledge the contribution of other writers in your work. Whenever you use words, ideas or information from other sources in your assignments, you must cite and reference those sources - acknowledge.

There are standard referencing styles that are used in higher learning institutions for example APA, MLA e.tc

# How to cite and reference

There are manuals to guide in referencing.

Reference/citation management tools are also available to help in citation and referencing e.g. zotero, mendely, endnote e.tc

**Zotero** is a powerful, easy-to-use research tool that helps gather, organize, and analyze sources and then share the results of your research.

A quick start guide to zotero is available:

[https://www.zotero.org/support/quick\\_start\\_guide](https://www.zotero.org/support/quick_start_guide)

# How to cite and reference cont...

**Mendeley** is a free reference manager and academic social network that can help you organize your research, collaborate with others online, and discover the latest research

fully packed guides to help you quickly get started with Mendeley are available:

<https://community.mendeley.com/guides>



*Thank you!*