**PLAN TO ENSURE ADEQUATE TRAINING TO STUDENTS ON HOW TO USE DIGITAL RESOURCES.**

The Library provides users with education programmes and training workshops to assist users in using the library effectively. Library orientation programmes for new students and staff are scheduled at the beginning of each semester. Training workshops on using resources of different subject areas are held from time to time. The library will also coordinate with students to customize training programmes related to the needs of their courses. The Digital Library User Guide and Handbook is available to students on moodle.

The librarian will provide training sessions with students on how to use digital resources at campus or online through zoom workshops.

The institution collaborates with Emerald Publishing, Elsevier Science Direct, Springer Nature and PressReader to provide online training platforms with students to assist them on how to navigate and use the digital resources.

There are online resources such as user guides to ensure maximum use and activities such as quizzes that are shared with students to assist them in familiarizing themselves with the digital library. These details are on moodle for students to access.

The online training sessions deliver in-depth instructions on the functions and uses of their digital resources to ensure faculty and student body get the most out of the Digital Library subscriptions. The links to these online webinars are posted on moodle. The online training webinars and quizzes are held every semester.

Emerald Group Publishing representatives conduct training with staff and students at campuses nationally on an annual basis. Online demonstrations are presented to students and staff on how to navigate and use the digital library databases for teaching, learning and research.

 **The library staff will provide the following support:**

* Overview of the library, the library catalogue and other resources.
* Demonstration and hands on experience to finding a book from an assignment list of references.
* Information literacy -choosing the best resources for a particular topic.
* Basic research skills and how to use the Harvard Method for referencing.
* Importance of citation, journal reference and problems of copying and plagiarisms.
* Workshops on how to use the digital library database and internet and wi-fi facilities will also be conducted regularly.