

LLR TIMELINE

FOR PROGRAMME MANAGERS - MONTHLY

OCTOBER

- **All new students attend** synchronous Finding and Using Information session (this must be after the first assignment has been set) - [BOOK HERE](#)
- **All new students** attend a synchronous Digital Skills Induction session - [BOOK HERE](#)
- **All new students** to complete online unit [Referencing: The Basics](#)

DECEMBER

- **Level 6 and 7 students** attend a synchronous Literature Searching/Dissertation session (if not attended in level 5) - [BOOK HERE](#)

FEBRUARY

- **All level 6 and 7 students** attend a synchronous Digital Skills Employability Session - [BOOK HERE](#)

APRIL

- **All staff** update their [Online Resource Lists](#) and [place any additional orders](#)

JUNE

- **All Programme Managers** to book in Introduction to Library Services for new students joining in Term 1 (in person where physical libraries are located on campus or online for IICL and distance learners) [BOOK HERE](#)

AUGUST

- **All staff** review this checklist and start making preparations for the next academic year

SEPTEMBER

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- **All new students** complete Unit 1 of Finding and Using Information: [Identifying Information](#) (also provided as part of Welcome)
- **All new students** complete new student [Digital Skills Questionnaire](#)
- **All new students** complete online unit [Academic Integrity & Avoiding Plagiarism](#)
- **All new students** attend Introduction to Library Services in person or online [BOOK HERE](#)

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NOVEMBER

- **All new students** attend synchronous referencing session - [BOOK HERE](#)
- **All new staff** to ensure they've attended a library [Welcome Event](#)

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JANUARY

- **All level 5 students** attend a synchronous Advanced Searching session - [BOOK HERE](#)
- **All level 5 students** complete Unit 4 of Finding and Using information online: [Evaluating Information](#)
- **All level 6 students** complete current student [Digital Skills Questionnaire](#)

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MARCH

- **All Level 4 students** to complete online Units: [Introduction to AI](#) & [How can I use AI?](#)

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MAY

- **Level 5 students** attend a synchronous Literature Searching/Dissertation session (can also be done in December of level 6) - [BOOK HERE](#)

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JULY

- **All new staff** to ensure they've attended a library [Welcome Event](#)
- **All existing staff** book an appointment with their Academic Liaison Librarian - [BOOK HERE](#)

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