



## Template for Library Orientation Program

1]

*Library Orientation Program (This Is a General Template for College Librarians, so that Libraries can fill up details of their Libraries, especially please fill up the blank spaces.)*

Welcome to \_\_\_\_\_ College Library. Please DO CONTACT us for any assistance.

Information is a crucial and vital resource. It is important and essential for education. Education empowers people and changes lives. Hence students, teachers and colleges do need Information for teaching, learning and enhancing their knowledge.

This *(please give the name of your college)* Library is a resource center which has acquired a good collection of books and journals in the area of Science OR Commerce OR Arts. *(Please list the main subject taught in your college and give details of the other subject coverage available in your library.)*

2]

Besides print material, it also has access to e-resources. Library has a huge collection of \_\_\_\_\_ books and subscribes to \_\_\_\_\_ journals and has \_\_\_\_\_ bound volumes of journals for accessing precise Information.

CATALOG CABINET

Search Our Library Catalog  
**ONLINE**



**Click Here**



All the library material is classified and cataloged so that it can be easily accessed.

This college library maintains a Card Catalog Cabinet. Three catalog cards are prepared for each book according to the Author, Title and Subject (that is the Classification No.) for each book. All books of one Classification Number are shelved together.

3]

Shelf guides are pasted on the Racks. On the spine of each book the Call Number is pasted. This consists of the (i) Classification Number, (ii) Author Code which is the first three letters of the authors surname and also (iii) Accession Number which is a serial number given to all the books processed in the library. The Call Number which consists of these 3 fields helps the readers to know where the book is located in the Library.

***(AND or if necessary)***

This library is fully/partially automated. *(Please remove whether fully or partially).* It has entered the details of many books and has an Online Public Access Catalog (OPAC) which can be accessed in the Library from anywhere in the college campus or from the library.

Library also provides information services such as *(Please list the services provided by the your library for example Current Awareness Service, Selective Dissemination of Information, Reference services, Internet access services, Newspaper Clippings, Book Bank, Photocopy etc.)*

4]

The Library provides access to \_\_\_\_\_ computers, which are kept for the users. Also, Internet connection is provided. Links of some open e-resources for education related to the syllabus will be provided. This will support classroom learning. There are now thousands of e-course materials available which are used by both millions of students and even teachers worldwide.

***The Librarian will be happy to provide assistance for student projects and assignments.***

The college library provides opportunity for all; it empowers students for their self-development by offering access to the world's knowledge. *(If the Librarian gives an Orientation Program, then please give the details.)*

NOTE: The instructions given in red color and italics are for the Librarians.

All the best and best wishes from

The Director,

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