

# Library Orientation Programme in School Libraries: Awareness to Students and Teachers

**Kartik Chandra Das**

Librarian, DAV Public School, Haldia, West Bengal, India  
Email: kcdas0011@gmail.com

**Abstract** -School is the gateway of entering into the world of knowledge and school library plays a vital role to introduce the library system among the school children. First duty of the school library is to make the school children as the library user through library orientation programme. Library orientation programme helps to transmit knowledge and information search skills among the students. Students, newly joined teachers and parents are enlisted for the orientation programme which can be conducted in the beginning of the academic session or any specific time of the session. In this article, the components which are related to the school library use, services and activities are discussed. The formal and informal processes of library orientation, requirements for the programme are included. The effectiveness of such programme is always good for the school library users. A number of studies have recommended that it is the crucial time for the libraries to rejuvenate them by preparing suitable users. Library orientation programme creates the awareness among the users about the using of school library.

**Keywords:** Library Orientation Programme, Library Instruction, User Education, School Library.

## I. INTRODUCTION

School is the first home where the pupils starts their first education. When they enter in the world of knowledge, they try to seek new and more knowledge and information. That is why they come to the library of their own school. But they face a lot of problems about using the library. It is the time to teach users about library use. Librarian comes forward with library orientation programme. School library plays an important role in achieving the schools' academic goals as well as shaping the students' personalities through its resources, facilities and services. Today's information rich world embraces those who excel in critical thinking, problem solving & decision making skills. Information handling skills is essential and our students have to be prepared in this direction.

## II. LIBRARY ORIENTATION- WAY TO AWARENESS

Library orientation is the planned program of instruction serves as an excellent means of promoting good library relations and publicity; through it we have a splendid opportunity to "sell" the library to the students, to promote the services we have to offer, and to create the friendly atmosphere we want the library to have. *Raman, (1995)* defined user orientation as various program of instruction,

education and exploration provided by libraries to users to enable them to make more effective, efficient and independent use of information sources and services to which these libraries provide access. Library orientation towards library has to do with adjusting new library user to library. LO is introduction of physical arrangement, resources & services of library to user. Libraries work on philosophy that resources have to be made available to users. Each library has to develop & customize its own package of library orientation programme.

## III. OBJECTIVES OF LIBRARY ORIENTATION PROGRAMME

Library orientation is very crucial and effective in school environment. The main purpose of school library orientation is

1. To help the students with the universal goal of school education.
2. To guide the new users who don't know the use of the library.
3. To provide instructions to the new users about the use of library.
4. To make the users educated about the use of library catalogue, OPAC, reference tools etc.
5. To develop students who are not well informed, self-reliant & life-long learners.
6. To help students to understand role of school library in their learning process.
7. To create awareness about different library resources like books, magazines, periodicals, maps, charts, tables, audio visual collection.
8. To make awareness about different sections like Reference Section, Periodical Section, Reading Room, Circulation Counter, Digital Section, Rear Book Section etc.
9. To be familiar with the place, people and make students connection with library and resources.
10. To help students to understand mechanism of library and save time of students & avoid repetitive chores.
11. To inform students as to whom to contact for what & when for their resource requirements.
12. To indulge students in library & convert them to life-long learners.

#### IV. LIBRARY ORIENTATION: RELATED LITERATURE

It is no doubt that library orientation is the important initiative for promoting library services and products. Library orientation programme reveals a number of studies which were conducted worldwide and the result of the study shows that students are encouraged and supported by the user education. IFLA School Library Policy emphasised that the services and facilities provided by the school library must be actively promoted and mentioned that it is important to adjust the type of promotion to the nature of the school and to the different target groups (IFLA, 2002). The initiation/ orientation of students into the use of school library have to be planned very carefully. Central Board of Secondary Education also stressed the importance of library orientation in schools and in their policy *Organizing School Libraries: Guidelines* it is mentioned that the students have to be made aware of the privileges they are entitled to as also the rules they are supposed to follow to derive full benefit. There are certain “do’s and don’ts” which need to be explained to students at the time of their first formal visit to the library. It suggested that the whole programme has to be planned in such a way that it is free from boredom and at the same time enjoyable (CBSE, 2008). According to Ali (2005) as cited by Adeyemo (2018) “a number of users are facing lot of problems while using electronic information resources, such as lack of knowledge about the resources, lack of trained staff and inadequate terminals.” Kendriya Vidyalaya Sanghatan added that separate sessions can be conducted for library orientation for students and staff members (KVS, 2012). Emery highlighted in his study that the school library program helps student’s learning and achievement and the school librarian might use this knowledge at a local level to impact teacher practice (Emery, 2008). Studer (2009) in his study opined that the library is to become an instrument of teaching, a program of instruction in library use or library orientation is required to carry out such administration effectively. Kantharaj (2005) conducted a study and reported that for better utilization of resources library professionals should train or instruct the library users how to retrieve the information easily by using simple retrieving techniques. A group of researcher conducted a study reveals Students’ Perception towards the Library User Education Programmes in Sri Lanka and the study shows that the “library user education programmes, primarily the practical skills needed for the students to access the required information. This would encourage the library usage by the students as well” (Punchihewa, 2018).

#### V. TIMING OF LIBRARY ORIENTATION

Library orientation programme should be done at the start of every academic year when the new students come to the school. When the new teacher joins in the school they should know about the school library. It is the time to serve them by library orientation programme. For this purpose librarian should allot suitable slots for each group of

students. It can be done in parts. In the first part a brief introduction and minimum information about the school library to be shared with the newly admitted students. Students are to be motivated to come to the library and ask to use the various library resources. In the second part detailed explanation is required about resources, facilities they get their first academic assignment or project. Then the students can be scheduled to use the school library.

##### A. Target Users for Library Orientation

All types of users in school library supposed to include in library orientation programme. School children who enter into library for the first time, they may be puzzle in the world of knowledge. So first of all students who are the most unaware about using the library, will consider for the orientation. The newly joined teachers also get priority for the programme. In some school parents are allowed to use the library. So parents are also advised to attend the library orientation programme. If the library introduce any new service for its users or organize any event this may be discussed in the orientation programme.

##### B. Components of Library Orientation

In the library orientation programme various components should be included. The first component is vision, mission, goal and role of the school library. The other components are physical layout, hours, rules and regulations, collection, facilities, services, activities and suggestions. Library physical layout includes reading room, reference section, stack room, periodical section, circulation counter etc

1. *Library Rules and Regulations:* Library rules and regulation should be explained before the library users in Library Orientation Programme.
2. *Use of Library:* Instructions for the new members about the use of library must include in Library orientation Programme.
3. *Library Collection:* Users must provide adequate information on library collection. Various types of library collection e.g. printed books, printed journal, digital books, online books and journals, manuscripts, audio visual resources are available in the library, would be include in the orientation programme.
4. *Sections of Library:* A large library build up with its various sections i.e. technical section, reference section, periodical section, reading room section, circulation section, digital section etc. New users of the library should be familiar with these sections of the library in orientation programme.
5. *Kinds of Books:* The library collections are categories in various kinds i.e. reference collection, textbooks, general information books, story books. Users of school library must be introduced with various kinds of books.
6. *Facilities:* All types of libraries provide facilities to their users. Facilities like lending of library resources, reading room facilities, access to digital and online resources should explain in the orientation programme.

7. *Services:* Library offers different services e.g. Reference service, information service, current awareness service, newspaper clipping service, reprographic service, translation service to its members. All the services offered by the library includes in the orientation programme.
  8. *Activities:* The library users are supposed to know all the library activities and events. Library organize various events and programmes on different national and international importance day to promote the library services
  9. *Library Staff:* Introducing the library staff is one of the important parts of the library orientation. Different categories library staff and their assigned duties should be explained in the orientation programme. If the users face any difficulties at the time of using the library, they may contact the responsible person of the library.
  10. *Use of Catalogue:* In the library orientation programme users must be guided about the use of library catalogue. Cataloguing format, arrangement rules, search technique must be explained.
  11. *Uses of Reference Books:* Generally students do not know how to find a word from a dictionary or how to find an answer of a specific question from a reference books e.g. encyclopedia, directory, yearbook, almanac, geographical or biographical information sources. In library orientation programme users must be guided about the use of reference books.
  12. *Contact Points:* The library users face a lot of problems while they come to the library. They need the assistance to solve their difficulties. At this moment library personals shout come forward to help them. So the user's contact to which to dissolve the problems, this must be includes in the orientation programme.
  13. *Suggestions:* Suggestions of the users for the new book, betterment of library services are also supposed to discuss in the orientation programme.
  14. *Issuance and Submission of Books:* The newly admitted students do not know how to issue and submit the books in the library. In the orientation programme users are guided to fill the requisition slips, procedure of borrowing and returning the books.
  15. *Reservation of Books:* Sometimes library provides book reservation facility to its users. So the librarians are asked to explain the procedure of book reservation system before its users in the orientation programme.
  16. *Arrangement of Books in the Shelf:* Library closed access system does not provide the facility to access the books from the stack. But in open access system library users are allowed to access the books from the stack. Uses need required knowledge on book arrangement in the shelf. So in the library orientation programme users must be guided about the book arrangement system in the shelf.
  17. *Familiarizations with Different Parts of Book:* Students are supposed to know the different parts of a book. These help them to proper use of book. In orientation programme, the librarian should explain the different parts of the book.
  18. *Use of Index:* Generally book includes an index at the end to provide the keywords and it helps to find specific information from the book. Users are also guided to use the index in the orientation programme.
- C. Process of Library Orientation Programme:* There are two ways of Library Orientation Programme - Informal and Formal process.
1. *Informal Process of Library Orientation:* Informal process of library orientation takes place on a one-to-one basis and the library users become aware about library mechanism indirectly. The Following ways can be followed for informal process of library orientation.
    - a. *Display:* Information about the library in the form of tabulation can be display on the notice board or on the place where the library users gathered.
    - b. *Library Guides:* Instruction and guidelines about the book issuance and return, book reservation, use of catalogue, access of books from the stack, use of reference books, different services and activities of the library can be displayed in the respective section or places. Users may be oriented from these guidelines and they will able to efficient use of library resources.
    - c. *Library Website:* Details information and instructions about the use of school library can be uploaded in the library website or institutional website. Number of users can view this information at the same time from the various locations.
  2. *Formal Process of library Orientation:* A group of peoples are introduced to the library in an organized way by formal library orientation process. The different ways of formal process are as follows.
    - a. *Written Assignments:* Library orientation may be conducted in the classroom and the written assignments can be given to the students. Library rules and regulation can be explained in this way. Simple assignment helps students to become familiar with resources of library.
    - b. *Lecture Method:* Lecture method is the common and familiar method and very effective way for communication. In this method librarian should address the students or faculty about library collections, type of classification, arrangement of documents, general and special services offered by library, library rules and regulations, etc.
    - c. *Printed Handouts:* On the first visit of the users into the library, a printed handout containing detailed information about the library can be distributed among the users.
    - d. *Small Group Sessions:* The user community of the library can be divided into some small groups. The librarian meets with these small groups in a classroom or in the library reading room and explains the library rules and give the instructions about the use of library. FAQ session may be conducted during this period.

- e. *Sample Orientation Packet:* A sample orientation packet can be distributed among the library users. The packet includes the library rules and regulations, instructions about the using of library and detailed information about the library.
- f. *Power Point Presentation:* Most effective process of library orientation programme in Power Point presentation. A number of slides can be prepared to present before the library users. Different slides contain various information and instructions about the library.
- g. *Audio Visual Tour/ Short Film:* An audio-visual tour into the library is always a successful process of library orientation for a large number of uses in a short time. Screening the video about the library activities, different sections, various services and activities, resources work flow will be reflect in this tour. The new users of the library are most attracted in this process.
- h. *Social Networks:* Social networks are the quickest and most popular medium of conveying any message or sharing information in the present days. An audio visual package about the library system and services can be uploaded into the video networking sites. Same can be shared among the users group through WhatsApp.

#### D. Requirements for Library Orientation

1. *Skilled Library Staff:* To get a fruitful result in library orientation programme skilled library staff is prime requirement. The speaking and presentation quality of librarian who organizes the whole programme helps to success it.
2. *Support: From the Authority:* Unless the sufficient support from the authority of the institution, library orientation may not be succeeded. Financial and infrastructural support should be provided from the authority for the same.
3. *Fund Allotment in Annual Budget:* There must be allotment of sufficient fund in the annual budget of the library. Timely release of fund by the authority for the library orientation programme helps to success it.
4. *Sufficient Infrastructure:* For the informal process of orientation sufficient infrastructure is needed. Orientation through Power Point presentation and audio-visual tour needs computer, projector and sound system. For small group discussion and FAQ session a hall or classroom is required. These must be provided by the concern authority.
5. *Active Participation of Users:* Library orientation/initiation programme will be successful with the active participation of the library users. First of all, the mentality of library users towards the use of library and interest on using the library is most requisite for the programme.

#### E. Effectiveness of Library Orientation Programme

1. Library Orientation Programme helps to change the existing library culture.
2. It provides adequate information to the users about the library.
3. After the oriented, students feel easy to use the library.
4. Library orientation programme helps the school authority to focus on the kind of work that the library staff do.
5. Library Orientation evolves the users from user education to information literacy.
6. By introducing information literacy programme in every school library, it helps the students to success in their examination.
7. It helps to develop the students to be well informed, self-reliant & life-long learners.
8. Students make understood the role of school library in their learning process.
9. Through the library orientation, students familiar with the place, people and library resources.
10. It helps students to understand the library mechanism and save the time of students.

## VI. CONCLUSION

It is no doubt, the school library come forward to play the positive role in school education. It will be possible to administer by the library orientation programme. The orientation serves as an excellent means of promoting good library relations and publicity. Through it there is an opportunity to "sell" the library to the students, to promote the services that it offers, and to create the friendly atmosphere that the library uses want. The school librarian teaches the students to help themselves aids in efficient administration of the library. If the students feel free to use the library and they are able to locate most of the materials they need, the library orientation will be succeed.

## REFERENCES

- [1] Adeyemo, O. O. (2018). User education in academic libraries and the information seeking behaviour of users. *International Journal of Academic Library and Information Science*, 6(3), 57-62. Retrieved on 22 October, 2018 from <http://www.academicresearchjournals.org/IJALIS/Index.htm>
- [2] Bem-Bura, M.D. (2015). Students' Perception of Library Orientation Programme in Benue State University, Makurdi. *International Journal of Innovative Research & Development*, 4(3). Retrieved on 22 October, 2018 from [www.ijird.com](http://www.ijird.com)
- [3] Central Board of Secondary Education (CBSE). (2013). *Library as a Resource Centre*. New Delhi: CBSE.
- [4] Central Board of Secondary Education (CBSE). (2005). *Organizing School Libraries: Guidelines*. Retrieved on 16 February, 2016 from <http://www.cbse.nic.in/circulars/circular23.doc>
- [5] Eghosa, B. L. (2014). Perception of the Library by Secondary School Students in Enhancing Success in their Examinations: Myth or Reality? Retrieved on 22 October, 2018 from <http://www.hrmars.com/admin/pics/165.pdf>
- [6] Emery, A. (2008). School library orientation: Introducing teachers to the roles and services of teacher librarians. *Graduate Research Papers*. Retrieved on 24 October, 2018 from <http://scholarworks.uni.edu/grp/25>

- [7] IFLA/UNESCO. (2000). The school library manifesto: the school library in teaching and learning for all. Retrieved on 24 October, 2018 from < <http://www.ifla.org/VII/s11/pubs/manifest.htm>>
- [8] Kantharaj, C.T., Kumar, D. & Vasanthakumar, M. (2012). User orientation in engineering college libraries. Retrieved on 17 November, 2018 from [http://eprints.rclis.org/19723/1/User%20orientation\\_CTK.pdf](http://eprints.rclis.org/19723/1/User%20orientation_CTK.pdf)
- [9] Kendriya Vidyalaya Sangathan (KVS), (2012). *Library policy for Kendriya Vidyalayas*. Retrieved on 20 September, 2017 from <http://www.kv3bathinda.com/public/unipage/16011.pdf>
- [10] Kumbar, R. T. School Library Orientation: a Basic Framework. Retrieved on 21 October, 2018 from [http://www.alibnet.org](http://www.alibnet.org/public/bookofpaper/ppts/30.pdf)
- [11] Punchihewa, C.N.D., Kiriialla, A. P., Kumara, B. & Kodikara, R. (2018). Students' perception towards the library user education programmes of the University of Moratuwa, Sri Lanka: A Case Study. *Journal of the University Librarians Association of Sri Lanka*, 21(2), 106-122. Retrieved on 21 October, 2018 from <https://www.researchgate.net/publication/327644751>
- [12] Raman Nair, R. (1995), User orientation programmes in College Libraries. *Indian Journal of Information, Library and Society*, 8(1-2), 49-58.
- [13] Sewa, S. (1992). *User education in university libraries: what, why and how?* New Delhi: Ess Ess Publications.