

USER ORIENTATION PROGRAM IN COLLEGE LIBRARIES- NEED OF THE HOUR

Abstract

New systems of information are being developed in information technology. Therefore, most of the material is being published in electronic form. Information like database, abstract, bibliography, index, etc. is being published in electronic form. So it becomes difficult for the user to find information through electronic means. User education helps the savvy reader in self-improvement and makes the reader self-reliant. A college library helps to know the problems of the readers by perusing them. It helps in finding out the shortcomings and providing orientation according to the needs of the readers.

Various orientation programs are implemented by the college library in order to make full use of the information tools available in the libraries and to ensure that no information is neglected and that the reader gets the information he wants and gets it in the shortest possible time. One orientation program out of them is user orientation.

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I. INTRODUCTION

There are various systems of obtaining oral and written information through different programs by the college library. Orientation about this system, creating awareness of the literature among the readers, motivating the users will be able to find the library material themselves and get the required information in minimum time. Also providing verbal and hands-on orientation to find information and reference materials from printed, non-printed and electronic literature is user orientation.

Information explosion:

Especially, after the Second World War, there is an increasing trend toward scientific research all over the world and the creation of new research-related new information for that research has been created in every subject. This unique information in the form of knowledge literature is being generated in huge quantities. The technical nature of that information and the library process and proper planning by storing the information becomes a challenge for all informatics institutes.

On the other hand, the nature of users' informational needs has also become complex. Though Micro and extra micro new latest information tools are available in today's research, Specific information is available in our libraries. Therefore, useful information may be overlooked simply because the user is not aware of it and does not know the search process. In short, the purpose of this user orientation is to make the right user aware of useful information.

II. DEFINITION

1. Mews

“Primarily to guide and assist readers in making the best use of academic libraries.”

2. Fiallbrant Malley: How to use the library in user orientation programs? Library reference tools are quite different from the conventional program of facilitation. To stimulate students to think, develop intellectual latent power and knowledge will be acquired and all skills will be acquired which will be useful for lifelong learning.

Arousing the curiosity of students about specific knowledge and making it active by encouraging it to acquire it and designing user orientation plans based on their needs.

- Providing information to the users about the availability of tools and resources
- Providing education for research skills and practice
- Providing complete information to the readers about the library system and services
- To maximize the use of library equipment reading material and other library services by the readers
- Various user orientation with a view activity to be implemented in the library through
- Orientation in library database CD-ROM and other electronic devices as well as information articles in journals
- Orientation the students to list the available knowledge sources according to their course

Various faculties about the process of handling the materials are available in the libraries. Provide and provide orientation on how to search for information from the library as per requirement

3. Reasons for user studies

- To get information from the readers about the resources in the library and the services provided in the libraries as per the needs of the readers and whether there are any shortcomings in the services provided to the students and the students about the complete services available in the library.
- Informing the teachers and students about the available services in the library.
- To know the problems behind the readers use the library to a lesser extent.
- Libraries, the readers are always afraid about how the readers can get the information of the new reading materials immediately. Therefore, such information is conveyed to the readers through useful orientation.
- Readers come together for a specific purpose but because their curriculum is different, they need to be informed through different methods.

4. User Education Methods

- **Lectures:** Provide comprehensive information to library patrons through lectures Searching and using library materials Information about services provided by the library contact persons etc. are provided to users through lectures
- **Library information booklets:** Library information in books Library services How to use the materials available in the library Information about this has been given in the information booklet, the work and responsibility of each department of the library, library service contact officer, his contact number, library map, total library staff, total collection of books, time to come, library rules, complaint redressal, etc. Information is obtained about
- **Library Visits:** Different students studying in libraries are taken to different libraries, they are guided what new services are offered in the libraries and how the library system is in the library.
- **Library Revision:** Library Revision Class to provide all information related to library to readers Scholars to provide information about books various departments staff library and other services Bibliographic database Computerized system Internet e-journal CD-ROM Internet information search system OPEC Web OPEC various library networks given by the system.
- **Educational Guide:** Users are guided and information of database and software is given to user through projects and examples. In this process, readers are given information and awareness orientation. New users are introduced personally all the available facilities.

- **Orientation through Audio Visual Aids:** In this method all information related to the library, services offered by various departments, membership etc. is prepared in CD form and this information in CD form is shown to the members through pictures. \
- **Education according to the requirement:** In library education is given according to the requirement. Learners do not have knowledge of how to find out books information from library catalogue. Orientation is given to such readers because they are not aware of it.
- **Individual Orientation:** Readers of various subjects visit the library. Such readers are given information individually as per their demand. Through this orientation readers can find the required information in reference books.
- **Subject Guidance:** In this method readers find literature related to their subject. For example, the location of a book on a subject, the subject dictionary, encyclopedia, bibliography, journals, periodicals, online databases related to the subject, etc.
- **Finding Information Orientation:** Retrieval orientation is provided by college librarians for information retrieval for researchers, scientists, students, professors, etc. How to find bibliography, abstract, index? How to find subject related information from index? How to search thesis, report, magazine, volumes from books rack? Such kind of orientation is given by library staff.

III. CONCLUSION

In a college library, students, professors, researchers, scientists, many types of concepts are considered to understand the reader. The reader's purpose of study and reading materials of their choice, and problems of the readers are observed in a very detailed manner. It is possible to solve the needs and problems of the readers. They are given such orientation.

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