

# **Library Orientation outline 2021**

## **First Session**

### **1. Welcome -Introduction**

- Opening questions
- *What is a Library?*
- *What does a library mean to you?*

### **2. Brief Overview-Library**

#### **Mission of the Library-**

- To support the University, course programmes and to encourage research, learning and leisure through the provision of appropriate and up-to-date resource collections print and electronically, quality facilities and services for students, staff, and the community.

#### **- Branch Libraries**

- Kukum Campus Library
- Panatina Library
- Ranadi Library
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#### **- Clients/Users**

- Students who are enrolled with SINU,
- Faculty and supporting staff
- External users on conditions
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#### **- Collections**

- *Physical resources*
- General collection,
- Reference collection
- Reserve collection,
- Research collection
- Fiction collection
- Serials
- **Electronic resources-**
- Library databases
- SINU Digital Repository
- Audio Visual

## **Library services**

- **Borrowing and lending**
  - a) 2 books for 2wks
  - b) Overdue fines- 50c accumulate each day

- **Reservation**
  - Student can place a reserve notice for any book from the General collection that is still on loan, if he or she needs it. Circulation staff will then reserve the book on its return.
- **Reference desk services**
  - a) Referential or In-depth reference queries
  - b) Research guides.
  - c) Library Orientations / Library tours.
  - d) User education:
    - SINU writing lab packages
    - Searching tips for using internet
    - How to search library online databases
    - How to use OPAC
    - Evaluating Internet sources and websites
  - e) Walk – in classes
- **Inter-Library Loan (ILL)**
  - Inter-Library Loan (ILL) is a documentary delivery service that obtains books, journals articles and selected items from SINU branch libraries and other libraries. Student can make a request through their home library.
- **Internet Computers**
  - The Library also provide computer terminals for users to access the internet and search the Library online Databases.
- **Serials Reading Area**
  - Easy chairs are provided in Serials reading Area to enable users to read with relaxation in a conducive environment.
- **Additional services**
  - Photocopying
  - Printing
  - Binding
  - Laminating

## **How to access these services**

- Registered student of SINU with a Valid ID card.
- Registered with the library
- Must have a library card.
- Top up to your library card to access these services

- **Opening Hours**

- Monday – Friday : 8:00 am – 12:00 am

- Saturday – Sunday : 8:00 am – 12:00 am

### **Second session**

3. Locating Library resources using OPAC

- Access points-

4. How to access E-Resources using Electronic databases in the library webpage.

5. Searching using Internet (Brief).

6. Referencing/Citation.

7. Conclusion/Summary.

8. Question Time....

### **Third Session**

9. Library Tour.

10. Hands on Learning (OPAC & Library E-Databases)

**END!!!**