

## Library Orientation outline

### First Session

1. Welcome -Introduction
2. Brief Overview-Library
  - a. Mission of the Library-
3. Branch Libraries
4. Clients/Users
5. Collections
  - a. Physical resources
  - b. Electronic resources
6. Library services
  - a. Borrowing and lending
  - b. Reservation
  - c. Reference desk services
  - d. Inter-Library Loan (ILL)
  - e. Internet Computers
  - f. Serials Reading Area
  - g. Additional services
7. How to access these services?
8. Opening Hours
  - Monday – Sunday: 8:00 am – 9:00 pm (Kukum & Panatina Libraries)
  - Monday – Friday : 8:00 am – 4:30 pm (Ranadi Campus Library)

### **Second session**

9. Locating Library resources using OPAC
10. Access points-
11. How to access E-Resources using Electronic databases in the library webpage.
12. Searching using Internet (Brief).
13. Referencing/Citation.
14. Conclusion/Summary.
15. Question Time....

### **Third Session**

16. Library Tour.
17. Hands on Learning (OPAC & Library E-Databases)

**!!!! END!!!!**