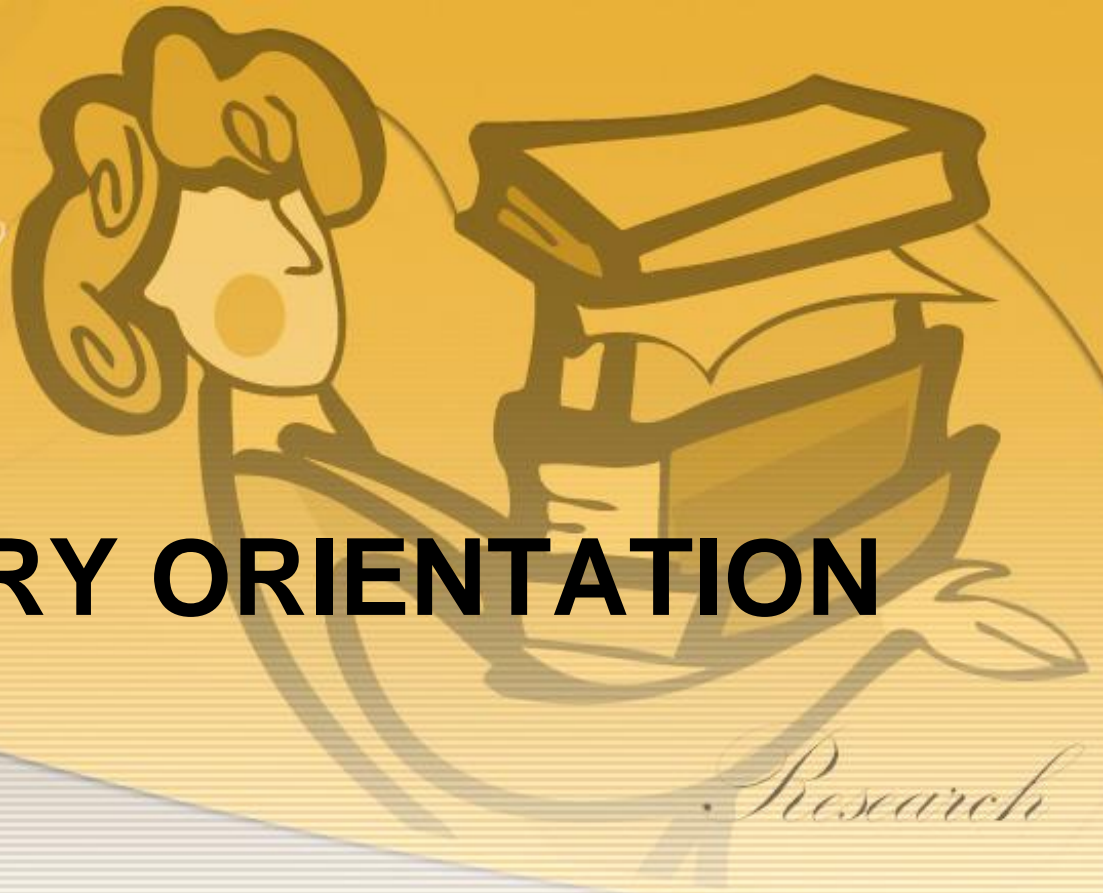


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# **LIBRARY ORIENTATION**

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According to the ***Collins Concise Dictionary,***

"orient" means "to adjust or align (oneself or something else) according to surroundings or circumstances".

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The term "orientation" means "the adjustment or alignment of oneself or one's ideas to surroundings or circumstances."

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Library orientation or user orientation towards the library has to do with adjusting the new library user to the library.

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# THE DIFFERENCE BETWEEN USER ORIENTATION AND USER GUIDANCE

- **Library orientation or user orientation** has to do with introducing new library users to the library, while
- **user guidance** is the actions whereby users are guided and directed towards the satisfaction of their reading or information needs.

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# USER EDUCATION

- **Orientation** is "primarily concerned with ways of introducing the user to the general techniques of library usage and services available, and the organisation, layout and facilities of a particular library"

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- ***Instruction*** is "concerned with learning to make use of the information resources within specific subject disciplines"

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- **IFLA/UNESCO** Guidelines for the development of public library services, public libraries are encouraged to assist their library users in developing skills to enable them to make the most effective use of the library's resources and services.

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# AIMS OF LIBRARY ORIENTATION

Important aims for library orientation are:

- ❖ to ensure that library users can make use of library resources and services, adequately and to their own satisfaction;

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❖ to help library users to feel at home in the library and trust the competency of the library staff;

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❖ to enable library users to become skilled at finding information and thus foster feelings of confidence and independence.

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Library orientation makes library users aware of the library and the services it offers. Library orientation educates people regarding general use of the library,

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# LIBRARY SIGNAGE

“A good library guidance system helps to give a library a friendly, welcoming atmosphere and promote its image as a well-organized, efficient place”.

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# Library signage serves a multitude of functions. Signs:

- ✓ identify and locate the library;
- ✓ advertise specific events and programs presented by the library;

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- ✓ advertise available services and explain how to use them;
- ✓ create an image and encourage library users to feel welcome.

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# THE PROCESS OF LIBRARY ORIENTATION

Library orientation can be done in different ways.

- Does the library have a computer?
- Does the library have enough personnel to do informal library orientation, or would formal orientation also be necessary?
- What target groups do you want to reach?

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# Informal library orientation

**Informal library orientation** takes place when library workers do library orientation (or "user orientation" - orientating them towards the library) continuously, on a one-to-one basis.

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# Formal library orientation

**Formal library orientation** is when groups of people are introduced to the library in an organized way.

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# Online library orientation

With the development of new technologies, library orientation is also possible via the Internet. Especially tertiary institutions like university libraries make use of this option.

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# The library worker and library orientation

What qualities do the library worker need to have to do library orientation?

Personal qualities

- enthusiasm, the ability to communicate clearly and effectively,
- friendliness, patience and experience is very necessary in working with our public.

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# Library Orientation: Introduction to Information Literacy

The Library Orientation program offers first year students an introduction to the library's resources and services,

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as well as information on study skills and academic integrity to help make the first year student experience successful.

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The program also includes a short research assignment designed to provide immediate immersion in the art of database searching.

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# Program Objectives

- To familiarize students with the library facility, resources and services.
- To acquaint students with basic database searching techniques.
- To introduce students to issues of academic integrity.

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# Learning Outcomes

Once students complete the Library Orientation they should be able to:

- Locate resources and services within the library.
- Know where to go for assistance from the library staff.

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- Log on to library computers and search the library's website.
- Use the online catalog.
- Understand what resources are located within Galileo.

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- Understand the basics of database searching.
- Recognize issues of academic integrity.

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“We as library workers should always remember that we are there to provide a service to the public - they are the reason why we are working in the library”.

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Let us strive to build positive relations  
with our public, and to make our  
libraries play a part in creating a better  
tomorrow - for all!

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With library orientation, you have a chance to build this relationship - don't blow it. Go for it.

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