Library Orientation 2025 : 21, 27 & 28 November 2025



I. Basic Details

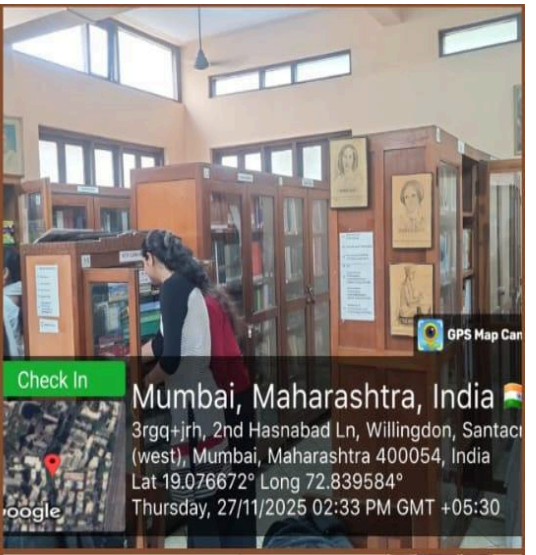
Date	**Faculty**	**Department/Committee**	**Co-ordinator name**
21, 27 & 28 November 2025	Arts	Education	Dr. Shakuntala Nighot
Time	**Venue**	**Activity for Class/Group with Total Number of Attendees**	**Nature:**
1:10pm- 2:30pm	STIE Library, Santacruz.	FY.B.Ed 47 students	Indoor
Name & details of Resource Person		**Names of Staff Members who supported**	**Names of Students who Supported**
Dr. Shakuntala Nighot	Librarian, STIE	Mrs. Delicia Pinto (Library Attendant)	-

nformation about the Activity

Topic/Subject of the Activity	LIBRARY ORIENTATION 2025
Objectives for conducting Activity	● To familiarize students with the library's resources, services, and facilities. ● To make students comfortable in navigating the library space confidently. ● To guide students on how to locate, access, and use books, journals in the library effectively. ● To introduce students to online databases, catalogues, and e-resources available in the library (OPAC). ● To help students understand library rules, borrowing procedures, and responsible usage.
Methodology	1. **Welcome & Orientation:** Librarian introduced students to library rules, library card usage, and general library information. 2. **Inside the Library:** Students were introduced to different sections including the baggage section, reading hall, stacking area, reference terminal, and server room. 3. **Code Crackers:** Practical session to teach students how to locate books using the book codes on shelves. 4. **Library Walkthrough:** Students took a guided tour of the entire library to explore different sections. 5. **Digital Discovery:** Session on using the online OPAC portal to search and locate library resources.
Outcome	● Students become familiar with the library layout, resources, and facilities. ● Students learn to use the library card, tickets, and follow rules effectively. ● Students gain skills to locate and access books and digital resources independently. ● Students know how to approach the librarian's desk for guidance and support. ● Students develop reading habits and are encouraged to participate in library initiatives like the Best Library User Award.













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