



ADITYA COLLEGE OF ENGINEERING
(UGC-Autonomous Institution)
(Approved by AICTE, New Delhi & Affiliated to JNTUA, Anantapuramu)
Madanapalle -517325, Annamayya Dist., A.P. www.acem.ac.in



Date:24-08-2026

REPORT

on

LIBRARY ORIENTATION PROGRAMME

Name of the Programme	Library Orientation Programme – Orientation on Library and Digital Library Facilities
Academic Year	2026–2027
Date	20-08-2026
Organizing Unit	Library Committee
Target Group	Newly Joined Students
Venue	College Library
Resource Person / Coordinator	D. Aruna, Librarian

Introduction

The College Library of Aditya College of Engineering, Madanapalle organized a Library Orientation Programme for newly joined students of the Academic Year 2026–2027 on 20-08-2026. The programme was conducted to familiarize students with the library environment, print resources, digital library facilities, services, procedures, rules and responsible use of information resources.

The session provided students with an overview of the resources and services available for academic learning, reference and self-study. Special attention was given to the use of the library catalogue and digital/e-resource facilities such as NDLI, DELNET and Knimbus, as part of the students' orientation to electronic learning resources.

The programme was intended to help newly joined students become confident and responsible users of the library from the beginning of their academic journey.

Objectives of the Programme

- To introduce newly joined students to the College Library and its facilities.
- To create awareness about the importance of the library in academic learning, reference and self-learning.
- To explain library membership, registration and book issue, return and renewal procedures.
- To familiarize students with the arrangement and classification of books and shelf identification.
- To introduce textbooks, reference books, journals, magazines, newspapers and other learning resources.
- To explain the use of the Online Public Access Catalogue (OPAC) / library catalogue for locating resources.
- To create awareness about digital library facilities and institutional electronic resources.
- To introduce students to digital resources and platforms such as NDLI, DELNET and Knimbus.
- To guide students in searching, locating and effectively using academic information resources.
- To encourage regular reading habits and responsible use of library facilities.





Need and Importance of the Orientation

A library orientation programme is important for newly joined students because it introduces them to the academic resources and services available in the institution. The orientation helps students understand how to locate books, use the library catalogue, access digital resources and follow library procedures. It also encourages students to approach the librarian and library staff for assistance and promotes regular, responsible and effective use of the library.

Major Areas Covered During the Session

- Library working hours and general user facilities.
- Library membership and registration process.
- Issue, return and renewal procedures for books.
- Number of books that can be borrowed and loan period, as per institutional rules.
- Procedure for requesting or reserving required books, wherever applicable.
- Arrangement of books according to subject/classification and shelf identification.
- Use of textbooks, reference books, journals, magazines and newspapers.
- Use of the reading hall and other library facilities.
- Use of OPAC / library catalogue for locating books and other library materials.
- Introduction to digital library services and electronic resources.
- Orientation to NDLI, DELNET and Knimbus and their academic resource access.
- Searching and accessing academic articles and learning resources through authorized platforms.
- Library rules, discipline, silence, care of books and responsible use of facilities.
- Procedure for reporting lost or damaged books and importance of timely return.
- Guidance on seeking assistance from the librarian and library staff.

Detailed Session Description

The programme commenced with an introduction to the College Library and its role in supporting teaching, learning and academic development. The students were familiarized with the major sections of the library and the facilities available for study and reference.

The Librarian explained the process of library membership and the procedures for issuing, returning and renewing books. Students were guided on how to identify and locate books using catalogue information, subject classification and shelf arrangement. The importance of taking care of library materials and returning books within the prescribed period was also emphasized.

The students were introduced to the reference section, journals, magazines, newspapers and other learning materials. They were encouraged to make use of reference resources in addition to their prescribed textbooks.

A dedicated orientation was provided on the digital library and electronic resource facilities. Students were introduced to NDLI, DELNET and Knimbus and were guided on the purpose and academic use of these platforms, including searching and accessing relevant learning and information resources through authorized access.





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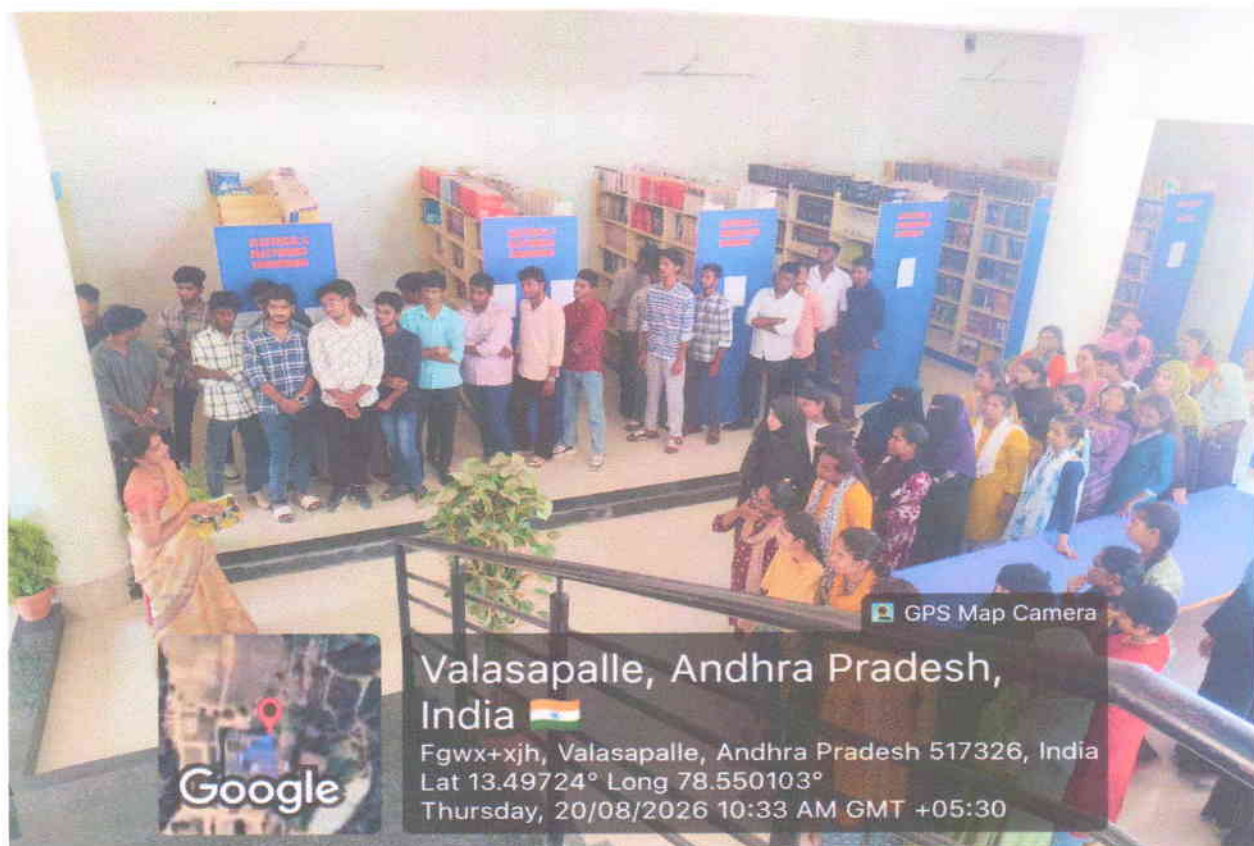
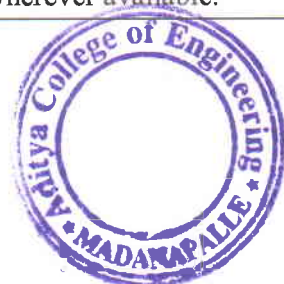


Figure : Librarian interacting with newly joined students during the Library Orientation Programme.

Digital Library and E-Resource Facilities Introduced

Digital Facility / Resource	Orientation Provided
NDLI	Introduction to the National Digital Library of India and awareness of digital learning resources.
DELNET	Orientation to the DELNET facility for searching and accessing available library and academic resources through authorized access.
Knimbus	Introduction to the institutional digital library/e-resource platform and guidance on accessing available academic resources.
OPAC / Library Catalogue	Searching and locating books and other library materials available in the library.
Digital Repository / Institutional Resources	Awareness of institutional academic materials such as question papers, syllabus and project-related resources, wherever available.





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Library Services Introduced to Students

Service	Details
Circulation Service	Issue, return and renewal of library books.
Reference Service	Assistance in locating and using reference materials.
Reading Hall	Quiet study space for students and faculty.
Periodical Service	Access to journals, magazines and newspapers.
OPAC / Catalogue	Searching and locating books and other library materials.
Digital Library	Access to electronic and institutional digital resources.
E-Resources	Access to subscribed online databases and academic resources.
Digital Repository	Access to institutional academic materials, wherever available.
User Guidance	Personal assistance from the librarian and library staff.

Library Rules and User Responsibilities

- Students should carry their valid library ID card while using library services.
- Silence should be maintained in the reading and library areas.
- Books and other library materials should be handled carefully.
- Students should return borrowed books on or before the due date.
- Marking, underlining, tearing or damaging pages is strictly discouraged.
- Food and beverages should not be taken into library areas, except where permitted.
- Library computers and digital resources should be used only for academic and authorized purposes.
- Personal login credentials for subscribed electronic resources should not be shared.
- Students should follow all instructions issued by the librarian and library staff.
- Any loss or damage to library material should be reported immediately.

Expected Learning Outcomes

- Students understand the role and importance of the College Library.
- Students become familiar with library facilities and services.
- Students understand the process of obtaining library membership.
- Students are able to identify and locate books using the library catalogue and shelf arrangement.
- Students understand book issue, return and renewal procedures.
- Students become aware of print and electronic resources available through the library.
- Students gain basic awareness of digital library resources including NDLI, DELNET and Knimbus.
- Students understand important library rules and user responsibilities.
- Students are encouraged to develop regular reading and self-learning habits.
- Students become more confident and independent in using library resources for academic purposes.





Outcome of the Programme

The Library Orientation Programme successfully created awareness among newly joined students about the resources, facilities and services of the College Library. Students gained a basic understanding of library membership, circulation procedures, catalogue searching, reading facilities, print resources and digital library facilities. The orientation also familiarized students with NDLI, DELNET and Knimbus as digital/e-resource platforms available for academic information access. The programme encouraged students to use the library regularly and responsibly as an important academic support centre.

Feedback and Student Response

Students participated actively in the orientation session and interacted with the Librarian regarding library services, book availability, catalogue searching and digital resource access. The interaction helped clarify students' initial queries and supported their familiarization with the available library and digital facilities.

Photo Documentation

Photographs of the programme may be included in this section as documentary evidence. The photographs should clearly show the Librarian/resource person addressing or guiding students, student participation, and demonstrations of library/digital facilities.



Figure: Demonstration of library catalogue and book-search procedure.





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Figure 3 Orientation on digital library facilities such as DELNET, Knimbus and NDLI.

Conclusion

The Library Orientation Programme for newly joined students of AY 2026–2027 was organized on 20-08-2026 as an important academic support activity of the College Library. The programme familiarized students with library facilities, print and electronic resources, services, rules and digital learning opportunities. The orientation is expected to help students become regular, responsible and effective users of the library and to support their academic learning and self-development throughout their course of study.

Dr. S. S. S. S.
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