

## NAVIGATING KNOWLEDGE AND INSTRUCTIONAL LIBRARY INFORMATION ABOUT USER EDUCATIONAL PROGRAMME

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### ABSTRACT

The significance of user education for library users within a Science and Technology based circumstance has never been better for educational institutes. The noteworthy of acquiring valuable information seeking, a variety of application skills. The recent research and creativity to increase the users to implement the activities technologically advanced and increasingly worldwide environment. To accomplish powerful learning, powerful partnership the librarians must get consistent cooperation and partnership from experts and technocrats.

Different types of users, Librarians and Technologist results in a powerful combination of knowledge subject expertise and pedagogical mastery. The establishment of information study centre provided a dynamic wave for librarians to work directly with users and novelty on campus. From the library and technological perspective, the information study centre supplied a focus for bringing together the resource navigation expertise of Librarians needed to sustain emerging interactive learning environments and application of current technologies.

Our information environment is changing spectacularly. Today Computers playing most important role in the all sectors of the global development. According to national resource the stack holders must get knowledge of information technology and basic knowledge and skills and capability for the increasing nature of educational development. User's development is a noticeable commitment of model institutions an environmental that encourages users to keep learning is critical. Every unit making collaboration is the only way to support information and technology in teaching and learning. Technology has the potential to transform user learning and collaborative learning and extend learning opportunities to recent generation of users.

**KEYWORDS:** User Education, Pedagogical, Collaboration, Navigation

### INTRODUCTION

Exactly defined, library user education teaches users how to make the most effective use of the library system. At academic Library user education contains all activity undertaken to help students become efficient users of information- i.e., how to classify the information need and then how to find, evaluate, and select the needed information to meet that require. Activities to attain that goal include orientation sessions, workshops, handouts, and course-related and course-integrated instruction.

### USER STUDIES

Number of ways the users' studies can be conducted to recognize what accurately users want from the library. The user studies are varying on the following factors.

- Objectives, types of users to be studied.
- The available resources to conduct the study.

## STEPS INVOLVED IN CONDUCTING USER STUDIES

**Step 1:** The studies start with the selection of a problems and formulating objectives of the study should cover one or more of the followings.

- To identify user information performance.
- To assess the information use pattern in the library.
- To assess reasons for using one or more information sources frequently.

**Step 2:** Appointing the staff member who is experienced to carry out different user studies.

**Step 3:** Preparing time table for the study.

**Step 4:** Executing the sample design.

**Step 5:** Design data collection instruments.

## IMPORTANCE OF LIBRARY USER EDUCATION

Having definite library user education and some of its goals, the next problem is the significance of library user education. Does it make any difference in how people use information? Does effective use of information make a difference in people's lives? While debatable, there is a muscular belief that effective use of information is important. It has been said that you will be spiritually more powerful if you deliberate on how to find knowledge rather than try to keep in mind everything you have learned. It is widely recognized that the capacity to use information is enormously important in today's society and will continue to become more so.

### User Education

- Expansion of motivation, prosperity and potential for seeking and using information for problem solving development and self educational purposes.
- Creating awareness of the availability of information relevant to different needs and situations.

### User Orientation

- Provision of direction for understanding the features of a specific information system or type of information system in relation to user needs.
- Provision of guidance on the exact information sources accessible through a specific system.

### User Assistance

- Help in appreciate the subject coverage, limitation etc of a specific information sources or database.
- Help in analyze and interpreting the data elements in an entry in a catalogue or display on visual display unit.

### Levels of User Education

- At the opening of every academic year or semester ... applicable to all those who are using the library for the first time, e.g. Library orientation and library tour
- Subject oriented instruction for undergraduates at a stage when they are admitted to a special branch or subject of their choice or at the time of project work.
- Literature search training ... provided at the beginning of their research work.
- Undergraduate Level a common introduction to the geography of the university library, as well as some useful information about the library catalog, reference sources, etc.
- Post-graduate Level In addition to the above information, instruction on classification system, bibliographies available, and library services offered, etc.
- Research Scholar Level detailed info about literature search, compilation of bibliographies for their projects, technical writing, giving footnotes, etc.
- Faculty Level to conduct fruitful research and enable faculty to teach, they need to know the steps in literature search, information retrieval, technical writings, interlibrary loans, relevant library services, etc.

### **Common Problems in User Education**

- Lack of student motivation or faculty cooperation
- Generic instruction session trivializes information gathering
- Course-related instruction is simply oral bibliography
- Audio visual does not hold users' interest
- Computer-assisted instruction is very time intensive to produce
- Instruction is not integrated into the curriculum

## **METHODS OF USER EDUCATION PROGRAMME**

### **Lectures**

In this process of user education, a course or series of lectures may be qualified by the librarian, or the teacher, or both. Nowadays, it tends to be the amalgamation of the teacher and librarian. Typically held either in usual classrooms or at the Library, with classes corresponding directly to subjects being taught and discussed, and to the assignments, papers, and projects being assigned. Students will study to: analyze a topic and identify key concepts; formulate a triumphant search strategy; understand and use controlled vocabulary and thesauri; select and use appropriate print and electronic research tools for their particular assignment; Critically evaluate sources regarding their relevancy, authority, accuracy, objectivity, and content and; Integrate these information literacy concepts and skills into their academic experience and apply them to a field of study.

## **Seminar**

Related to instruction online, libraries are providing helpful tutorials during seminars to help them become more self-sufficient in their pursuit for information. One of the more specific types of tutorials is RIO (Research Instruction Online) that was formed at the University of Arizona Library web site to assist library users in searching for information.

## **COMPUTER OR ELECTRONIC RESOURCE ASSISTED INSTRUCTIONS**

This is an extremely fashionable instruction session because many library users need help in learning how to search online. There are two dissimilar kinds of approaches one is providing a "hands on" session where library users sit at computer workstations and the librarian demonstrates on a large screen search steps and strategies for searching in computer databases, retrieving, and evaluating information. The library users actually carry out searches on a computer during the instruction session. The benefit of this session is that users may keep more instruction by doing it directly themselves. The disadvantage of this session is that each user goes at their own pace, so the instructor has to speak to this. The best way would be to have a vagrant or more than one rover to help in the hands on session so that the time is more effectively used to keep learners on pathway.

The further type of electronic resource instructional sessions is a general session where the instructor has a large group and there is only one computer in the room which the librarian uses to find the way in instructing users how to search, retrieve and analyze information. The advantage of this is that all students are at the same central point where the instructor is on the overhead. The disadvantage is that the students may not preserve as much information by not doing hands on session.

## **Use of Audio Visual Aids**

For giving instructions to users, a number of teaching aids are accessible. A diversity of media and equipment can be utilized for the reason of user education. These audio-visual aids in the library which are used to give users with basic bibliographic instructions on often used tools require repetitive instructions of the user by the librarian / library staff. Some of the popular media are slides, video tapes, films, etc. with the help of audio-visual aids, it can be exhibited how to make use of library resources, how the classification scheme works, how the circulation section performs, types of information contain in the reference sources, etc. The equipment requisite for audio-visual aids is slide projector, V.C.P. (Video Cassette Player), TV, microfilm reader, tapes, etc. A film show may also be used in explaining the working of the library. The tape-side programme can be shown on a variety of topics such as on finding / searching information sources, how to use indexing and abstracting sources. The uses of this method are that it will have a final impact on the mind of the users.

## **Motion Picture**

This method is used to show little pictures on a variety of activities of the library to the users. All the motion pictures focus on presenting the viewers with a general orientation of the library. These pictures may be of various topics related to library and can clarify how to use catalogue, various types of reference sources, services offered by library and various sections of the library and their functions, etc. This method is frequently used for the incoming freshman about library sources and services. The main goal of the film is to show the user the physical layout of the library, how to use different types of reading materials, how to use various types of services, facilities available, most important sections of the

library, etc. The main benefit of motion picture is that it can easily be incorporated into the informative tour of the library. When such film is well made, it can make commands real and meaningful. This can be very useful to persuade and motivate the students to utilize the library.

### **Handbooks and Bibliographic Aids**

Handbooks refer to material including mimeographed sheets, paperbacks, etc., formed by an individual library. A handbook briefly explains the library's rules facilities, collections, etc or to commercially publish works that describe the use of books and libraries. This handbook is very helpful because it brings information about well-known reference works and makes users conscious of the possibilities for gathering information. Bibliographic aid is a separate item, commonly consisting of map of the library, a chart of classification scheme, an explanation of the card catalogue or an index.

### **Web-Based User Education**

The web-based user education offers a high degree of interactivity and flexibility to the users. Web guides and teaching tools are found all over the place on the Web because they are simply updated, accessed, and printed on demand. The library web sites can use web-based user education for communicate training to users in teaching the basic library skills along with glossary of library terms, using Library OPAC, locating books, magazines, biographical data and other library materials, understanding how to navigate the libraries website and how to select the most related database, instructions for searching CD ROM and direction in locating web-based databases and other electronic resources and instructions on subject searching training, using Boolean operators and searching internet resources through search engines.

### **CONCLUSIONS**

User education is one of the significant services of the academic library every year for new entrants into the university. It is planned to prepare users with information skills that will facilitate them to make efficient use of library resources and services. The increase in student population, coupled with fast advances in ICT, has needed changes in user education. Therefore, incorporating end-user education in academic libraries by increasing training programs for the library and information professionals, as well as the end-users, will hopefully develop learning attitudes and network-related competence to use with information and communication technologies thereby helping them to be information literate. Where proper training is given, there must be adequate hands-on experience. Students must be shown electronic information resources that are related to the subject being researched or taught. Training in using electronic information resources should be integrated into the syllabus and adapted to the abilities of users.

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