



# Delhi College of Arts & Commerce

## (University of Delhi)

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Ref. No. DCAC/2026/738

Date: 01.09.2026

### NOTICE

#### Five-Day Library Training-cum-Workshop for First-Year Students

Dear First-Year Students,

The College Library is organizing a **Five-Day Library Training-cum-Workshop**, to be conducted course-wise for First-Year students, with an emphasis on the effective and independent use of library resources, services, facilities and e-resources and provide hands-on experience in accessing, searching, locating and using various print and electronic resources and technology-enabled library services.

The programme will cover:

- **Web OPAC:** Searching books by title, author, subject, keyword, etc., and checking their availability and location;
- **Locating Books in the Stack Hall:** Understanding call numbers, classification, shelf arrangement and locating books independently;
- **RFID Self-Service Kiosk:** Hands-on training in using the RFID-enabled **Self Check-in/Check-out Kiosk** for issue and return of books;
- **RFID Book Drop/Return Facility:** Demonstration and practice in returning books through the **RFID-enabled Book Drop Box/Book Return System**;
- **Circulation Services:** Familiarization with procedures relating to issue, return, renewal and other circulation services;
- **E-Resources:** Searching and accessing **e-books, e-journals, academic databases and other digital resources**;
- **Delhi University Library System (DULS):** Accessing and effectively using electronic resources and services available through DULS;
- **Information Search Skills:** Developing effective search strategies for identifying relevant and reliable academic information;

The sessions will include **demonstrations and hands-on practice** to enable students to use the library's resources, e-resources and RFID-enabled facilities independently and effectively.

#### Schedule

| Sl. No. | Course                                 | Time       | Date       | Venue        |
|---------|----------------------------------------|------------|------------|--------------|
| 1.      | B.A.(Prog)                             | 02:00 P.M. | 07.09.2026 | DCAC Library |
| 2.      | B.A.(Hons.) English & Economics        | 02:00 P.M. | 08.09.2026 | DCAC Library |
| 3.      | B.Com.(Hons) & B.A.(Hons.) Journalism  | 02:00 P.M. | 09.09.2026 | DCAC Library |
| 4.      | B.A.(Hons) History & Political Science | 02:00 P.M. | 10.09.2026 | DCAC Library |
| 5.      | B.Com. (Prog)                          | 02:00 P.M. | 11.09.2026 | DCAC Library |

**Note:** First-Year students are requested to attend the Training-cum-Workshop as per the schedule allotted to their respective courses. Active participation is encouraged to gain practical familiarity with the library's print and electronic resources, RFID-enabled self-service facilities and other academic support services.

  
Librarian

  
Principal

Copy to:

- College website
- Student's Notice Board
- Library Notice Board