

Group Project: Exploring and Presenting Your Faculty's Library

Objective:

Your task is to explore and present detailed information about your faculty's library, covering its facilities, resources, borrowing policies, and general guidelines.

Guidelines:

Your presentation should include the following sections:

1. Library Layout and Facilities

- **Study Areas:** Describe the available spaces for individual and group study. Mention any specialized rooms such as silent study areas or research rooms.
- **Catalogues:** Explain how books and other materials are organized and accessed (physical and digital catalogues).
- **Sources:** List the types of materials available (books, journals, dissertations, newspapers, multimedia resources).
- **Web-Based Sources:** Mention any online databases, e-books, or digital archives accessible to students.
- **Membership Activation and Renewal:** Explain the process for registering as a library member and renewing membership.

2. Borrowing and Attendance Policies

- **Number of Books Allowed:** Indicate how many books a student can borrow at a time.
- **Loan Period:** Specify the duration for which books can be borrowed.
- **Renewing Loans:** Describe the renewal process and any conditions that apply.
- **Fines and Penalties:** Provide information on overdue fines, lost book policies, and other penalties.
- **Regulations and Code of Conduct:** Outline the library rules, including noise levels, use of electronic devices, food and drink policies, and handling of materials.
- **Support Services:** Explain how students can seek assistance from library staff (research help, IT support, guidance).

Presentation Format:

You may present the information in **one of the following formats**:

- **Video Presentation** (3–5 minutes)
- **Leaflet or Brochure** (A4 or tri-fold format)
- **Poster** (clear layout with key information and visuals)

Additional Requirements:

- Conduct a visit to the faculty library to gather accurate and firsthand information.
- Take notes or interview library staff for details on borrowing policies and resources.
- Ensure the information is well-structured, clear, and visually appealing.

- Use images, charts, or infographics to enhance understanding.
- Maintain proper formatting, grammar, and coherence in written presentations.

Group Formation & Submission:

- Groups will be assigned in class with the teacher's guidance.
- The final presentation must be **submitted by [01/03/2025]**.
- The presentations should be sent to the teacher's email: meriem.ghennai@univ-biskra.dz