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Welcome to the Library

This library handbook is designed to make your use of the library more productive and efficient as you begin and continue your Education, Teaching and Research at University of Dammam. The handbook not only describes the varied materials as hold in the library but ways of finding them easily as well as the regulations of the library. You are expected to use this handbook as a reference or a guide, but always feel free to approach the library staff if you are confused or uncertain.

The library is here to support your academic and research activities. The Deanship, University of Dammam, has organized the collection of learning resources, infrastructure and holdings in a way that will provide quality information on services and a convenient environment for the access of information to both students and faculty in order to support the Teaching, Research and other Academic activities of the different colleges: Arts, Science, Education, Agriculture, Engineering, Architecture and Planning, Design, Medicine, Dentistry, Nursing etc.

The Deanship of the Library Affairs of Dammam University aims to serve the various information needs of the staff, faculty members, students and its many users.

The amount of newly published scholarship material for students and faculty members demands a flexible library system and committed trained library staff. This library handbook explains the learning resources, services, privileges for readers and library regulations. This will enable users to obtain the information they seek in a most expeditious and effective manner.

Introduction

I am delighted to extend to you a very warm welcome to the Deanship of Library Affairs. The University of Dammam fulfills its academic mission by providing learning resources for undergraduate and post graduate education as well as research in the university .It also provides the information literacy for its faculty members and students.

The Deanship of Library Affairs of the University of Dammam has around 29 libraries under its jurisdiction. The Library personnel provide the entire range of scholarship through selection, organization, retrieval, interpretation and conservation of resources as well as instruction for faculty, staff and students. The library has a wide variety of resources and services. It has an overall collection of 1,22,360 books, electronic resources and bound journals based on the needs its patrons. It subscribes to 371 periodicals and 40 databases, and has links with many research and reference sources. The library also receives conference proceedings and electronic versions of books on CD-ROM for circulation. It also provides inter-library services.

The library has a web based online catalog, *Symphony* which provides easy access to all resources in the library and is also linked to the university website where the patrons can reserve, view or renew their resources.

Some of our major services include access to online databases, articles, websites and conferences, (delete because it is contradicted with some previous information) We also assist in instructing users in person, by telephone and email on the use of the library and its resources.

Moreover it is envisaged that the services provided by the university library will create a means/forum by which its patrons prepare the minds of our future leaders for life and work in tomorrow's world.

Dr.Raed Al-Bukhari
Dean, Library Affairs

Vision Statement of Dammam University Libraries

The Deanship of Library Affairs of the University of Dammam will be an innovative and effective instrument of the academic mission of the university, providing resources for the advancement of knowledge and information skills for programmes to promote continuous learning.

Mission Statement of Dammam University Libraries

The Deanship of Library Affairs, University of Dammam, serves the academic mission of the university by providing learning resources for undergraduate and post graduate education, as well as research in the university. The library professionals serve the academic community through the selection, organization, retrieval and preservation of all types of learning resources. They also provide information literacy skills for faculty members and students. Through inter-library cooperation the libraries would also provide information resources that lie beyond the scope of the university.

Deanship of Library Affairs of University of Dammam objectives

- To provide a well- organized collection of books, periodicals, (both print & electronic) which meets the instructional needs of students and faculty in order to support the courses, research programs and degrees offered.
- To select, organize and preserve the learning resources (both print & digital) which are needed for undergraduate, Post graduate education and research.
- To provide information literacy skills and assist the academic community in making effective use of information in many formats.
- To provide assistance to faculty members and students through various mechanisms of providing information, in order to make optimum use of the library services.
- To establish the appropriate infrastructure for information and communication technology for all libraries to give adequate service to its users.

University of Dammam Libraries

- College of Applied Medical Sciences Library
- College of Architecture and Planning Library
- College of Arts Library
- College of Basics Medical Sciences Library

- College of Dentistry Library
- College of Design Library
- College of Education Library
- College of Engineering Library
- College of Medicine Library
- College of Public Health Library
- College of Science Library
- Community College Library at Quatif
- Library of King Fahd Hospital of Dammam University, Al Khobar

General Regulations of the Library

- Personal belongings should not be brought in to the library. All members are required to leave their personal books, files, briefcases, handbags, registers etc in the Personal Belonging Shelves at the entrance of the library.
- No eating or drinking is permitted in the Library.
- Strict silence must be observed in the Library.
- All books must be returned to the library at the end of a student's course before he/she leaves the institution.
- Certificates will be issued only after the production of a 'No Due Certificate' from the Librarian.
- Loss of books should be reported to the Librarian immediately and replaced with a good copy after overdue charges have been paid. If the borrower is unable to replace the lost books, double the cost of the book plus overdue fees will be charged.
- Laptops may be used with the permission of the librarian.
- Cases of misbehavior or misuse of the services shall be reported immediately to the Librarian.
- Non-adherence to any of the above rules or any other misdemeanor by a member shall result in the withdrawal of the offender's library privileges.

Handling of Library Resources

- Books belonging to the Library shall not be marked, written in or damaged in any way.
- No tracing or mechanical reproduction shall be made without the permission of the Librarian.
- A member shall be liable for any damage to the property of the Library.
- Reference books are meant for reference purposes only, and shall not be taken out of the library.
- Members must be satisfied with the condition of the books being borrowed before they leave the counter. Any damage to a book should be immediately reported to the librarian. Responsibility for the damage will be borne by the member to whom the book was issued.
- The librarian may recall any book at any time even if the normal period of loan has not expired.

Fine / Overdue Charges

Books borrowed should be returned on or before the due date. A reader who does not return the books on the due date will have to pay overdue charges as stated in the library regulations of the university

Library Working Hours

Central Library: 8.00 am. to 8.00 pm (Weekdays)
8.30.00 am to 1.00 pm (Thursdays)

Hospital Library: 8.00 am to 4.00 pm (week days)
9.00 am to 12.00 pm (Thursdays)

College Libraries: 8.00 am to 2.00 pm (week days only)

LIBRARY SERVICES

The services include the following:

- Access to print and electronic journals, books and online databases
- Current awareness service on articles, websites, conferences
- Photocopying service within the regulations of the copyright law. Those who make use of the photocopies are expected to pay for copies made.

- Document delivery and interlibrary loan service for articles that are not available
- Assistance and instruction of users in person , by telephone and email on the use of the library and its resources
- Circulation services
- Inter library loan services
- Web Services (Internet, Wi- fi, Web OPAC etc)

COLLECTIONS

The different libraries under the deanship of library affairs collectively have more than 1,22,360 books as well as subscription to 371 periodicals and more than 40 databases.

STATISTICS OF RESOURCES IN UNIVERSITY OF DAMMAM LIBRARIES

LOCATION	NO. OF RESOURCES
Central Library	69740
Dental Library	365
Interior Design Library(Dammam)	4891
King Fahd Hospital Library in Khobar	12979
Medical Library for women (Dammam)	9919
Community College Library	3912

PERIODICALS

Periodicals, also often referred to as serials, are publications which are issued at regular intervals. Examples are journals, magazines, and newspapers. They usually consist of a collection of articles and have some advantages over books depending upon need.

Online Databases:

The University of Dammam and all affiliate libraries house a large collection of current periodicals subscribed to and online journals. This plays a vital role in online databases for students, research scholars and faculty. These databases cover the major disciplines and different subject areas. Apart from full text scholarly journals, there are abstracts, references from which users can create their own profiles of regular updates of areas of interest. This service is available through the official website of the university. User ID and password for individual database are available from the library.

TYPES OF INFORMATION RESOURCES

The following are the categories of resources available in Dammam university libraries:

- Abridged editions
- Academic dissertations
- Annual reports
- Audio visual materials
- Autobiographies
- Bibliographies
- Bulletins
- Computer based Educational materials
- Directories of members
- Directories of organizations
- Electronic Resources
- Examination guides
- Government publications
- Children's literature
- Lectures and speeches
- Manuals
- Maps, Graphs, Posters, Charts
- Newspapers

- Newsletters

INSTRUCTIONAL PROGRAMS

CIRCULATION POLICY

MEMBERSHIP

The library identifies six categories of patrons

- Students
- Faculty
- Staff
- Alumni
- Consortium borrowers
- Community users

A .How to become a member of the library

A. STUDENTS

- Produce the ID card issued by the university at the circulation counter.
- Submit the membership form duly filled indicating that the student agrees to abide by the rules and regulations of the library.

B. FACULTY MEMBERS

- Produce the ID card issued by the university.
- Submit a separate passport size photo.
- Submit the circulation form duly completed.
- Agree to abide by the rules and regulations of the library

C. NON UOD MEMBERS

- Produce an authorization letter from the (HoD) employer as well as with the job Identification Card.
- Submit two passports -size photographs.
- Submit to the circulation counter the prescribed membership duly approved by the Dean Library affairs.
- Agree to abide by the rules and regulations of the library.
- The Iqama number (Non Saudi) and national ID number (Saudi National).

CLEARANCE CERTIFICATE - NO DUES CERTIFICATE

Generally, all borrowed books should be returned before a clearance certificate is issued. In addition, graduate students should also submit the digital copy (CD Copy) of their project report.

BORROWING PROCEDURES AND RENEWALS

- The university ID card should be produced at the counter in person along with the books at the time of borrowing.
- The book will be checked by the library staff at the circulation counter and a printout indicating the details of the book, the university ID number and the due date.
- Items may be renewed unless they are reserved.
- The Library retains the right to recall any materials required before the due date.

OVERDUE MATERIALS

- Library patrons are expected to return materials on time and in good condition.
- Students and community users are not permitted to borrow additional items.
- The library does not levy a fine for overdue items. An item is declared lost if the library is notified of the loss by the borrower.
- The library staff may be approached for help if an item can't be found on the shelf.

Privileges of members in respect of borrowing (books, compact discs, video DVDs) are given below:

Borrowers	No of Resources allowed	Loan Period
faculty/ Staff	5	21 days
Instructors and Demonstrators	5	21 days
Interns	3	14 days
Nurses	3	14 days
PostGraduate Students	5	21 days
Undergraduate Students	3	14 days
Community users	On request basis and approval from Director	-

Dammam university students, faculty, and staff may renew library materials online, over the phone or in person.

Users may also place a hold on an item that has been checked out in order to be next in line to borrow it.

Users who lose materials checked out in their name will be required to pay for the lost items.

"Pay per copy" photocopy machines are available in the library. Those who make use of the photocopies are expected to abide by relevant copyright laws.

Printers are available at the library. Patrons are expected to use them sparingly and judiciously.

CLASSIFICATION SYSTEM & CATALOGING SYSTEM

Dammam University Library is cataloged electronically through the online computer library center database using the **Library Of Congress Classification System**. Bibliographic records are exorted from the library online catalog.

SirsiDynix Symphony –a system maintained by SirsiDynix Inc, USA. The library is able to manage its acquisitions, cataloging, circulation and public access using this system. It provides easy access to all the resources in the library ensuring the records meet national bibliographic standards

ACCESS SERVICES AND DOCUMENT DELIVERY

How to search for books

Campus access

Make a search in the computer available in the library. i.e Online Public Access Catalogue (OPAC).
<http://library.ud.edu.sa>

Search can be made by

- AUTHOR-ALPHABETICAL ORDER
- TITLE KEY WORDS
- SUBJECT KEY WORDS
- SERIES KEY WORDS
- TITLE AND AUTHOR ALPHABETICAL ORDER
- ISBN / ISSN

From the university website, select library web page for relevant information and do the following steps:

↓
Deanship of library affairs
↓

Library catalogue
↓
My account
↓
Enter the university ID and Password

TELEPHONE NUMBERS DETAILS

Administration

Sl.No.	Name	Contact Number
1.	Dean	8574456 Extn-2019
2.	Vice Dean for Girls Colleges	8424083
3.	Director	2018
4.	Secretary	2017

Central Library

Sl.No.	Name	Contact Number
1.	Circulation	2020/2022
2.	Government Publication	2192
3.	Medical Library	2353
4.	Architecture Library	2021
5.	Acquisition	3062
6.	Periodical	2017
7.	Electronic Library	2376

Girls Medical Library

Sl.No.	Name	Contact Number
1.	Librarian	2155
2.	Assistant Librarian	2357
3.	Circulation	2357

Design College Library

Sl.No.	Name	Contact Number
1.	Librarian	8580690
2.	Assistant Librarian	8580690

Hospital Library

Sl.No.	Name	Contact Number
1.	Director	8957953-7953
2.	Circulation	1054
3.	Acquisition/periodical	1149
4.	Female Section	6759

Library Education College, Dammam

Sl.No.	Name	Contact Number
1.	Library Education College, Dammam	8269202 Extn-301/295

Central Library Girls College, Dammam

Sl.No.	Name	Contact Number
1.	Central Library Girls College, Dammam	8428591

College of Dentistry Library

Sl.No.	Name	Contact Number
1.	College of Dentistry	8574928 Extn-153