

Library Orientation

التعريف بالمكتبة



**INFORMATION
LITERACY**

GET IT AT THE LIBRARY

Quick Library Tour



Find Books



Borrow from Libraries



Welcome to the AIYamamah University Library Basic Orientation!

Information You Need to Know before You Start:

The purpose of this orientation is to acquaint you with our collections and services. Basic Library Orientation is a 25-30 minute session that provides an introduction to library collections and services. We will show you how to access the library's resources, answer any questions you have about library services, and take you on a tour of the library.

This module provides a brief introduction to the nature of libraries in general, and especially the resources, services, and arrangement of Library. All libraries operate on a basic principle - to make their resources available to their clientele. But, because the sum total of each library's resources, clientele, history, buildings, etc., is unique, individual libraries are themselves unique and can vary widely in terms of resources, services, and arrangement

Introduction:

September is one of the busiest times of year for the YU Library, as Library welcome new students and staff to campus. New students can attend orientation program to meet library staff and learn about our collections and services before beginning their courses.

The Library provides a range of services and resources to assist students in developing those information literacy knowledge and skills which are essential for successful study, and which will facilitate their transition into the workforce and empower them in their careers, and social and civic lives.

All students and faculty are welcome! Library tours and orientation sessions will be available upon request. To schedule a tour/orientation session, please give us a call at Ext: 3805. You may also email your request to Library@yu.edu.sa, please type "library tour" or "library orientation" in the subject line, and be sure to include a phone number where you can be reached. If you would like to learn how to access the library's resources, find out about the services offered by the Library, and take a tour of Library, just let us know! The sessions will last approximately 30 minutes, depending on your interests and questions. These orientations can include demonstrations of the library's resources and services, activities, and general tours of the library. Users also have an opportunity to ask questions and meet library staff.

We affirm that all of our users are individuals who should be treated with courtesy and respect. We believe that all users are entitled to:

1. Access library materials in all formats.
2. Appropriate and knowledgeable assistance from the library faculty and staff.
3. A library environment free of disruptive activity

What will you learn in a Library Orientation?

In a Library Orientation you will learn:

- How the Library can help you find information-- any information!
- How to find books, videos, CDs and more in the Library's collection
- What to do when what you want isn't in the Library
- How to get a Library card and the benefits of having one
- Where to look for articles from magazines, journals and newspapers
- How to evaluate a website

Research in a topic in three Easy Steps

Step 1: Define your topic *Before delving too far into the facts, think about what angle you want to take on your topic.*

What alternate terms are relevant to your topic?

Step 2: Find out what has already been written on your topic Once you have chosen a topic, the next step is to search the literature to see what has already been written. You might want to start by looking for books and journal articles.

What types and formats of material are in the Library?

Where and how can you search for books and journal articles?

Step 3: Consider other types of materials that might be relevant to your research For more thorough research, go beyond books and articles to identify information in other formats.

For e.g. Internet resources, Dissertation, maps and atlases, government documents etc.

New Faculty

My department would like to arrange for a Library orientation /instruction program for our new faculty member. Whom should I contact?

You should contact the Library staff to arrange for a program at Ext: 3805.

I work for a department/division of the University and would like to arrange for a Library orientation for our new students. Whom should I contact?

Please Contact Library Staff at Ext: 3805 to arrange for a program so that we can schedule a date & time.

What information is covered in the programs?

The programs include the following information:

- How to find course reserves.
- How to determine if the Library owns a particular book or journal.
- How to find a book or journal in the shelf.
- Library policies and procedures.

A brief tour outlining Library facilities, services, and collections

General Information / Questions

If you're new to the university campus, this orientation can answer many of the questions you may have about the Library.

How many libraries does YU have?

AlYamamah University-Riyadh has three libraries on campus, Central, Women's and Architectural libraries

What Are the Library's hours?

The regular schedule is: **Sunday –Thursday 8:00 am – 4:00 pm.**

Library Location?

The library is located on the main campus of the AlYamamah University near the Main Auditorium and in front of Sport facilities Center on the first floor of the building. The Women's Branch Library is located in the basement of the Women's College building.

How do I reach certain staff?

The staff of the library is happy to assist you in any way that we can. The following may be the best place to start if you have a question, *please call at their following extensions.*

Mr. Hamlet – 2242222 Ext: 3805-**Central Library**

Mrs. Badreya AlMutairi – Ex: 4800 - **Women's Library**

Why the Library? Isn't Google Enough?

Even though most of us are used to using a few Internet search engines to find information, there are many reasons for you to use library online and print resources for finding information for your coursework.

Where is the Café facilities?

The Library Cafe is located on the ground floor of the main library. Its menu includes coffee, tea, pastries, sandwiches, and cold drinks. Net access for laptop computer use is also available, as are a limited number of computers

Where are the Elevators? Restroom facilities?

Elevator is located in the main lobby at ground floor. Resting facilities are also available at the ground floor of the library. For assistance, please ask at a library service / enquiry desk.

Can I check out headphones?

Headphones may be checked out from the circulation desk

Who may use the Computers in the Library?

Faculty, staff and Students of AlYamamah University are eligible to use the computer in the library

The library is equipped with 20 computer workstations for individual use each connected to the Photocopier cum printer. Each computer provides access to the latest versions of Microsoft Office Suite (Word, Excel, and PowerPoint), and the Internet to provide access to YU web site and the electronic database. In addition, each computer seat in the library contains a network connection that provides access to the Internet. Daily access to computers is a service that is really appreciated by library users in this area. Wireless access is available in all library space.

Does the library have book carts to help me carry large quantities of books?

Book carts, for moving books within the building or to your car, available at the Circulation Desk.

Does the library have any calculator I can use?

Calculator may be available at Circulation Desk for limited time use. There is no charge for their use.

Are there any office supplies available for sale in the library?

No

Where do I get materials on Reserve for a course?

In the Main Library, Reserve shelf is located on left side of the main entrance near Group study room.

Where is the Lost and Found?

The Library's Lost & Found is located at the Circulation Desk near the Library's entrance. Personal items found in the Library are held at the Circulation Desk

What type of ID do I need to get a library card? Check out a book?

Library Card: Valid University ID Card serves as Library cards. This should be presented at the Circulation Desk every time you borrow books or renew them.

Where can I make a suggestion to the library?

A suggestion box is located just outside the main library gate near notice board. The box is opened weekly.

Can I reserve a room in the Main Library?

Group study and individual study room is available on a first come, first served basis only.

Where are the books located?

The general book collection in English is located on the right side from the main entrance and both Arabic and Reference collection on the left side of the main library entrance. To find a book on particular topic or by a certain Author, do a key word search on library catalog available online or ask at the Circulation desk.

Where are the journals located?

The Library subscribes journals and magazines (periodicals). The current issues of these periodicals are kept on display racks at the right side of the main entrance. All periodicals are arranged on the shelves in an alphabetical order by title. Older periodicals are kept in the magazine boxes beyond the reference collection and shelved alphabetically by title.

What is the Library catalogue?

The library catalogue is a database of the books and journals held in the University Library. It covers both the Central and Women's Library. You can use the catalogue to:

- Find a book, and to see where it is and how many copies there are.
- See if a book is on loan or available for borrowing.
- Find books on a particular subject.
- Reserve a book which is out on loan,
- Check and/or renew your loans.
- Check and/or cancel your reservations.

Using the Library



Books & Journals

How do I find out what materials are in the library?

The Library's catalog provides location and call number information for books, recent publications, and CD-ROM products. Most materials owned by the Library can be found in catalog. You can search catalog by author, title, subject keyword and all information about the resources is available there.

Library's Catalogue Access from Off-Campus

The Library has **off-Campus** access facility of our **Library online catalogue**. It can be accessed through the Web at <http://search.lib.alyamamah.edu.sa>. Anyone may freely access our library catalogue will be able to **search** by title, author or subject keyword. To check your library record, click **my account**. Your YU ID card serves as your library card. Renewal is allowed if no blocks, holds or recalls have been placed on the item.

How can I access the library database?

We provide access to read and download online resources for current faculty and students only that subscribed through SDL (Saudi Digital Library)

- ❖ Sign in to your LMS account
- ❖ Go to students resources
- ❖ Click YU digital library
- ❖ Click access SDL Portal
- ❖ Change the language to English
- ❖ Click English Knowledge Resources
- ❖ And you may find there the list of databases

I have a call number. How do I find the book in the library?

Call numbers in YU Libraries follow the Dewey Decimal Classification System. For example: a book with the class number 320 (political science) would be shelved before another at 320.5 (ideology, a concept in political science), which would be shelved before another at 320.51 (liberalism, an ideology).

What do I do if a book is missing or not on the shelf?

If the catalogue record says "available" and it does not seem to be in its assigned shelf location, there are a number of possibilities:

- The item has been returned and is in the process of being re-shelved or on the book carts there. Ask at the desk.
- The item has been miss-shelved; often, circulation staff can find such an item quickly.
- A patron is using the item in the library.
- The item is missing.
- Library circulation staff will be happy to search for the book(s). Visit circulation desk and report that you cannot find the book and would like a staff member to search for it and notify you if it is located

Finding the book on the shelves

To find the book in the Library you need to know the **location**, the **status** and the **class. Number**:

The **status** tells you whether or not the item is available

- Books which are available are shown as available
- Books which are on loan show the **date** when the book is due to be returned
- Books which are waiting to be collected by someone are shown as being **On Hold**
- Books which have recently been returned and not yet re-shelved are shown as on **shelving cart**

The **location** tells you which Library the item is held..

The **class Number** tells you where to find the item on the shelf

First the books are grouped together by number and then within that number by a 3-letter code:

- 100s come before 200s, come before 300s
- 152 comes before 153
- 153.5 comes before 153.6
- 153.5 ABC comes before 153.5 DEF

You can place a **reservation** for any book which is on loan, or which you cannot find on the shelves. You will be informed when it is available for you to borrow.

Library Services & Facilities:

The library offers a range of services and facilities that include:

- Borrowing Services
- Current awareness Services
- Reference Service
- Enquiry & Feedback services
- Computer workstations & Internet Services
- Course Reserve Services
- Photocopy and printing Services
- Group Study Room Services
- Library Orientation/Instructions Services
- Library Archives services
- On & Off Campus databases access facilities
- Off-campus access of Library online Catalogue to [http:// search.lib.alyamamah.edu.sa](http://search.lib.alyamamah.edu.sa)
- Wi-Fi facilities
- Library visits/Tours
- Library open access facilities

Borrowing (Circulation) Services: A variety of services is available at the Circulation Desk. It is located just inside the main entrance. This is where most circulating materials are checked out.

- **Renewal *by phone***
Perfect for the busy library user! Renew your checked out items by phone or email.
- **Search Request**
The catalog says we have it, but you can't find it on the shelves? The Search Request Service

provides assistance for users in locating or identifying library materials that may be miss-shelved or missing from the library collection.

- **View users record**

Can't remember when that book is due? Check your library record for a list of materials you have checked out and the due date.

Photocopy & Printing Services:

A latest Photocopier cum Printer is located at the extreme right side of the main library entrance. Library has a fee-based photocopy service for photocopying materials. This service is available to those who have access to a university account.

Library Publications

The following resources will help you learn more about the Library, its services, and policies.

- Library Guide
- Library flyer / Handouts
- Library bulletin,
- Library Report
- Library Orientation Booklet
- Guide to Access Library resources



Library Rules (Etiquette)

A list of what you can and cannot do in the library!

In order to maintain a welcoming environment for reading, learning and other Library activities, the YU Library Requires all users s to comply with the following General Rules and Regulations:

- Good order and quiet shall be maintained in the library.
- Eating, drinking and smoking are prohibited in the Library
- Users should turn off or make silent all cell phones when entering the Library
- Use of the computer work stations to disseminate offensive material is prohibited
- Users may not attempt to change or modify hardware or software configurations or install software for personal use on the Library's workstations
- Users are responsible for the safety and security of their personal possessions. The library will not be held responsible for the loss of any personal belongings of users.
- The marking and defacing of any publication is strictly forbidden.
- Do not re-shelve books. Leave all items on the tables or book carts.
- Library users must sign in when arriving
- Seats cannot be reserved in the Library Reading Hall.
- Student /Employee ID cards must be produced whenever requested by Library staff and should not be loaned to others.
- Library furniture, fittings or equipment must not be misused or their arrangement altered.
- Library users may be asked to present their bag for inspection by Library staff, as well as any books or folders they are carrying

- Users must ensure that materials checked out to them are returned or renewed on or before the date due.
- Office supplies such as diskettes and stationery will not be provided by the Library.
- Children are permitted in the Library. However parents or guardians may not leave their children unattended.
- Photography is not permitted unless permission is given in writing
- Change of address, phone number has to be reported to the Library staff immediately
- Violations of the rules may result in loss of Library privileges or other appropriate actions.
- The library management can modify the regulations as it may deem advisable

NOTE:

- Written library rules, policies & procedures are available at the Circulation Desk. Students and staff are encouraged to request copies of the policies and become familiar with them.
- For latest information about library, please check the Library notice board, Library bulletin or contact at the Library Information Desk.
- Please note that the library staff has the right to ask users to leave the library if they misbehave/disobey the Library Rules and Regulations or are causing a disturbance.

For More information:

- **Library is under Video Surveillance**
- **Valid university ID card serves as Library cards**
- **Office supplies such as diskettes and stationery will not be provided by the Library.**
- **Anyone may use the collection within the Library.**
- **Borrowing privileges are not available to other than the AIYamamah community**
- **Written library Rules & Policies are available at the Enquiry/Information Desk.**
- **Library materials are not transferable and individuals are prohibited from lending to others.**
- **Return borrowed items on time The Library will charge fines on late items**
- **The library management can modify the regulations as it may seem advisable**

Location of Materials:

The materials in the library are computer catalogued and can be accessed at the library computer workstations. The library catalogue can also be accessed online.

Circulating Books:

The circulating books are shelved in Dewey Decimal call number order.

Reference Books: This collection is for in-house use only.

Periodicals: All periodicals are arranged alphabetically by title.

Reserves Location:

These are materials Instructors have reserved for their classes that are to be used in the library only.

Information Rack:

The information rack contains library flyers, library guide etc. All hand-outs on the information rack are free and users are encouraged to select and keep any helpful materials.

Personal Belongings:

The library assumes no responsibility for missing articles or any valuable items.

Book Donations:

The Library welcomes and accepts donations of books, compact discs, videos, DVD's etc.

Library Policies:

The library director reserves the right to refuse use of the library to any library user who does not follow library policies.

Copyright Information

Always check your information against copyright laws to make sure you are not violating any rules and are not accused of plagiarism.

Help! Help! Help!

Get help using the libraries

Library staff is here to help you with your information questions about using the Library and its resources. The library welcomes suggestions and comments about all the services we offer on following e-mail:



In Person

stop by library Information desk, or arrange a consultation with a library staff



Send an Email

Get an **answer by email** within one working day.

Central Library Email: H_sabraiyar@yu.edu.sa & S_alshammari@yu.edu.sa

Women's Library Email: b_al-mutairi@yu.edu.sa



Call a Library staff during regular **service hours**.

Call a **Central Library staff**–224222 Ext 3805 **Women's Library staff** Ext: 4800

About our Staff Learn about the library staff

Name	Position	Phone Ext:	E-Mail Address
Mr. Sultan AlShammari	General Library Supervisor	3802	S_alshammari@yu.edu.sa
Mr. Hamlet Sabariyar	Librarian Cataloguer & Classifier	3805	H_sabraiyar@yu.edu.sa
Ms. Badriya AlMutairi	Librarian Women's Library	4800	b_al-mutairi@yu.edu.sa

Glossary

Abstracts: The concise representation of the content of document

Bar code: A label containing machine-readable data in graphic form, with numbers below it.

Bibliography: A list of books and/or journal articles on a particular subject or by a particular author.

Call number: The set of symbols identifying a particular item in a collection and indicating its location.

Copyright: The legal provision of exclusive rights to reproduce and distribute a work.

Database: An organized collection of computer records, standardized in format and content, that is stored in any of a variety of computer-readable modes.

Entry: An access point to a bibliographic record under which the record may be searched and identified. Typical entries are title, author, and subject.

Hold: The process that allows you to be notified when a book you want has been returned to the library.

Holdings: The issues of a serial in the possession of the library.

Information Files: These are what most libraries call Vertical Files. These are a collection of materials such as pamphlets, clippings, and pictures which are filed in drawers for easy reference.

Journal: A periodical, especially one containing scholarly articles and/or disseminating current information on research and development in a particular subject field.

Library consortium: A formal association of libraries which is established to develop and implement resource sharing among the members and thereby improve the library services and resources available to their respective target groups.

Manual: A book of rules for guidance or instructions in how to perform a task, process, etc.

Online catalog: A computer-based and supported library catalog designed so that library users may search for and retrieve bibliographic records.

Overdue: A book returned after the due date. There are fines for returning books after their due date.

Recall: If a book is checked out to someone else, you can have the Circulation Dept. notify the person who has the book to return the book to the library. The Circulation Dept. then holds the book for you.

Serial: A publication in any medium issued in successive parts and intended to be continued indefinitely. Serials include periodicals, newspapers, annuals, monographic series, etc.

Series: A group of separate bibliographic items related to each other by the fact that each item bears, in addition to its own title, a collective title applying to the group as a whole.

Subject heading: An access point to a bibliographic record consisting of a word or phrase that describes the topic(s).