

Library Textbook Provision Policy

Policy Owner	University Council
Policy Author	University Council and The Library
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Issuing Authority	University President
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Circulation	All YU
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History	The Policy was reviewed and approved by the UC on 13 th February 2024.

Library Textbook Provision Policy

Introduction:

This document contains guidelines for developing best practices for textbook purchasing, establishing a timeline for delivering of requested books to the concerned colleges through the YU Central Library and maintaining an effective and efficient working relationship with respective colleges to ensure timely delivery of order. The information and procedures described apply to colleges and YU Central Library.

Purpose:

Explains the various functions performed concerning the purchase of textbooks,

Authorized Person:

Each college has to assign a staff member to handle this work and they will be the authorized representative for communicating/follow up with the library staff about textbook purchasing and other related concerns.

Ordering Materials:

Textbooks will be ordered through a requisition process. All requisitions are to be initiated by colleges.

Instructional Use of Course Materials:

Central Library should double check with the authorized department personnel to ensure that all of the supplemental materials are actually needed.

Digital Books:

The use of digital textbook subscription is dependent upon teaching faculty requesting this option. The library is ready to work with the suppliers to bring digital editions to the campus.

Meanwhile, YU Faculty and Students are allowed to access the SDL (Saudi Digital library) database subscriptions. from on and off-campus through the YU website.

YU Textbook (in print):

Colleges provide the Central Library with a list of needed textbooks. It is proposed that no more than two (2) copies be added to the list, one (1) copy kept in central, and one (1) in the women's library for instructor's use.

Textbook Request and Acquisition Procedures:

- Every second week of February, the library sends an email to all college Deans to send their updated and new textbook request for the next academic year.
- The library also sends two reminders (within a month) to the concerned college regarding this matter after the first email.
- All college/department should prepare and send their request to library before the second week of March
- The library will not consider any textbook request after the deadline (second week of March).
- The library will review the request sent by the college to verify and make sure whether the requested item(s) are already available or not in stock before proceeding the process.
- After receiving the final list, it will be forwarded to the Vice President for review and recommendation.
- The final list will be sent by the Vice President to the University President to seek approval.
- After the President's approval, it will be forwarded to the CEO of YU company.
- Library will inform the concerned college/department, once they received the requested textbooks from the supplier(s)

NOTE:

- Each textbook must be used for at least 6 semesters (3 years) before it can be replaced with a new one unless otherwise required and justified by the Dean.
- Requests should be submitted through e-mail, and include the following information
- Title and author, ISBN and format (book, CD, etc.).
- Publisher, publication year and edition.
- The latest editions will be acquired unless otherwise specified

Exceptions

The University Council reserves the right to decide on any situation/circumstance outside of the conditions stated in this policy.

Authorization

This policy was authorized by:



University President

Date: 27 - 2 - 2024