جامعة اليمامة
Al Yamamah University

GUIDE

TO

ACCESS

Library Resources

The Library: where, when and what

The University has two libraries:

Central Library

On floors I. (Opposite Sports facility Center)
Tel: 0096611 2242222 Ext: 3805,3802
Email: Library @ yu.edu.sa

Women's Library

Located in Women's college basement
Tel: 2242222 Ext: 4800
Direct Tel: 4895454
Email: w.library@yu.edu.sa

Library Opening on**:**
Sunday to Thursdays
8.00 a.m. to 4.00 p.m.

Connect to Library from Off-Campus

It can be accessed through the Internet via the Web at **http://search.lib.alyamamah.edu.sa.**

You may freely access our library catalogue from any computer with an Internet connection. Library Users will be able to use one search command to retrieve information from the library catalogue. To check your library record, click my account.

What can I find in the Library?

Total holdings
The library owns about 16000 **books**, and about 2000 CDs

Reading seats and pc terminals
The University Library provides 170 **reading seats** and 20 **PC terminals in central and 20 in women's library** to access information and resources from the library

To learn **how to find books and journals** owned by the library,

Books are arranged in **open shelves by discipline** according to the Dewey Decimal Classification (DDC) system. Therefore, books on the same subject will be close to each other.

Journals

- In **Library,** journals are arranged in alphabetical order by title. Current journals (this year) have their proper shelves, with the latest issue on display, and the others inside the box.

E-resources
University students and staff can access E-resources (databases) through LMS

Who can use the Library and how?

Consultation of library materials is open to all. **Students, faculty and staff** are entitled to all services; they must use their University ID to access and borrow materials

External users must request a visitors' permission at the entrance.

Which services and how they work?

Loans
You can borrow all books, except those marked with the R (Reference Books). Journals, encyclopedias, etc. are only for consultation.

Students: up to **5 items** for 10 days

Staff up to **3 items** for 10 days

Faculty: up to **5 items** for 30 days

You can also renew loans books online, through the OPAC (on line catalogue).

Reference: The library staff will assist to perform bibliographic research

Carrels & Group study room: students and faculty are welcome to use these facilities.

For more info… Visit the YU website! You will find up-to-date library information.
https://yu.edu.sa/resources/library/about-yu-library/

For further assistance, please contact library staff for assistance and information on resources at 2242222 Ext: 3805/3802 or email us at h_sabraiyar@yu.edu.sa or s_alshammari@yu.edu.sa . We are willing and eager to assist you in any way possible. Please Come & visit the Library! Staff is waiting to answer your questions.

Access to Library Resources

Search Library resources

1. Onsite Resources
2. Online Resources
3. Off-campus Resources Access

YU libraries are open to the university community. They may use library computers to access most online or electronic resources. Printing and photocopying from library computers is available by using a user name and password.

Who can log in to YU Library Resources?

- **STUDENTS who are currently taking a class**
- **FACULTY who are currently teaching a class**
- **STAFF who are currently employed**

1. Onsite Resources

Books, Journals, Reference collection, Theses and Dissertation and Graduation Projects.
Books are arranged in open shelves by discipline according to the Dewey Decimal Classification (DDC) system. Therefore, books on the same subject will be close to each other.

Journals are arranged in alphabetical order. Current year issues of journals are arranged on the display racks with the latest issue on display, and the others behind and the display racks are located on the right side of the main library entrance. All the old issues except the current year issues of journals are kept in boxes in an alphabetical order on their respective shelves in periodical section located on the back of Reference section in the library.

How the Library Is Arranged' Chart

Books and CDs are arranged on the shelves using the Dewey decimal classification scheme so they may be easily retrieved. A Dewey class number denotes a subject, and expresses its relation to other subjects. 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).

The Dewey decimal classification is a system of library classification made up of ten classes, each divided into ten divisions, each having ten sections. For example, class 600 ("Technology") includes division 630 ("Agriculture and related technologies"), which includes section 636 ("Animal husbandry").The numbers are between 000 and 999. The hundreds represent broad topics, the tens represent subtopics, the ones represent sub subtopics, and the decimal places represent sub topics, and so on.

Dewey decimal classification Chart

Main Classes

000 – Computer science & general works
100 – Philosophy and psychology
200 – Religion
300 – Social sciences
400 – Language
500 – Science
600 – Technology
700 – Arts & recreation
800 – Literature
900 – History & geography

000 – Computer Sc. Information & general works	**100 – Philosophy & Psychology**	**200 - Religion**	**300 – Social Sciences**	**400 – Language**
010 Bibliographies	**110** Metaphysics	**210** Philosophy & Theory of Religion	**310** General statistics	**410** Linguistics
020 Library and Information sciences	**120** Epistemology, causation , humankind	**220** Bible	**320** Political science	**420** English & Old English
030 encyclopedias and books of facts	**130** Parapsychology and occultism	**230** Christianity and Christian theology	**330** Economics	**430** Germanic languages (German)
040 Unassigned	**140** Specific philosophical schools	**240** Christian practice & Observance	**340** Law	**440** Romance languages (French)
050 Magazines, Journals & Serials	**150** Psychology	**250** Christian orders & local churches	**350** Public administration	**450** Italian, Romanian, Rhaeto-Romanic languages
060 Associations ,organizations and museums	**160** Logic	**260** Christian organization, social work and worship	**360** Social problems and services	**460** Spanish & Portuguese languages

070 News media, journalism, publishing	**170** Ethics (moral philosophy)	**270** History of Christianity and Christian church	**370** Education	**470** Latin & Italic Language
080 General collections	**180** Ancient , medieval, Eastern philosophy	**280** Christian denominations & sects	**380** Commerce, communication, transportation	**480** Hellenic languages (Classical Greek)
090 Manuscripts and rare books	**190** Modern Western philosophy	**290** Other religions	**390** Customs, etiquette, folklore	**490** Other languages
500 –Science	**600 – Technology**	**700 –Arts & Recreation**	**800 – Literature**	**900 – History & Geography**
510 Mathematics	**610** Medicine & Health	**710** Civic & landscape art	**810** American literature in English	**910** Geography & travel
520 Astronomy & allied sciences	**620** Engineering & allied operations	**720** Architecture	**420** English & Old English literature	**920** Biography, genealogy, insignias
530 Physics	**630** Agriculture & Related Technology	**730** Plastic arts	**430** German & Related Literatures	**930** History of the ancient world
540 Chemistry & allied sciences	**640** Home s & family management	**740** Drawing & decorative arts	**840** French &related Literatures	**940** History of Europe
550 Earth sciences	**650** Management & auxiliary services	**750** Painting & paintings	**850** Italian, Romanian and related literature	**950** History of Asia
560 Paleontology, Paleozoology	**660** Chemical engineering	**760** Graphic arts	**860** Spanish & Portuguese literatures	**960** History of Africa
570 Life sciences; Biology	**670** Manufacturing	**770** Photography & Computer art	**870** Italic literatures (Latin)	**970** History of North America
580 Plants (Botany)	**680** Manufacture for specific uses	**780** Music	**880** Classical and Modern Greek Literatures	980 General history of South America
590 Animals (Zoology)	**690** Buildings	**790** Recreational & performing arts	**890** Literatures of other languages	990 History of other areas

Shelf Alphabet Range

To easily understand and find the resources on the shelves by users, shelves are also marked by English alphabets by providing the range of class numbers.

Shelf	Start	End	Subjects
A	000	006	Computer Science, General Works
B	100	199	Philosophy & Psychology
C	200	299	Religion
D	300	337	Sociology Science
E	338	399	Business Law, Education, Micro, Macro - Economics, Insurance
F	400	599	Language Science
G	600	656	Technology
H	657	657	Accounting, Auditing
I	658	658.099	Management
J	658.15	658.2	Managerial Accounting
K	658.3	658.3	Human Resource Management
L	658.4	658.402	Executive Management
M	658.403	658.478	Management Science, MIS
N	658.5	658.799	Operations Management, Supply
O	658.8	658.839	Marketing Management
P	658.84	658.9	E-Ecommerce, Global/International Marketing
Q	660	699	Chemical Engineering, Manufacturing, Buildings
R	660	699	Chemical Engineering, Manufacturing, Buildings
S	700	799	Arts & Architecture
T	800	899	Literature
U	900	999	History & Geography

2. Online Resources

Online Public Access Catalog (OPAC) and DATABASES

YU libraries are currently using ***Koha library software*** for classification, indexing, library catalog and loan purposes.
Koha is an open-source integrated library system, used world-wide by international university libraries.

How to access Library catalog?

In order to access YU library catalogue (for library books search, check your library dues with apply your university ID and password), you are requested to go through the below link.
http://library.yu.edu.sa/

Here you can search the library resources by title, author, subject, ISBN keyword.

Library databases:

We provide access to read and download the online resources through the following databases for current faculty and students only, that subscribed through SDL (Saudi Digital Library) and it can be access from on and off campus.

How to Access Library Databases

1. Log in to your LMS account.
2. Navigate to **Student Resources**.
3. Click **YU Digital Library**.
4. Click **Access SDL Portal**.
5. Switch to **English** language.
6. Click **English Knowledge Resources**.

IFLA (International Federation of Library Associations)

You can also access the IFLA online resources through the link below.

https://www.ifla.org/

Evaluating Web Resources

For research, the Web lacks the quality assurance that editors provide with print publications or that librarians provide when collecting materials for their library. What are some questions you can ask yourself to determine whether a Web site is appropriate to use for research?

- **Who Is the Web Site's Author?**
- **Is the Information on the Web Site Accurate?**
- **Is the Web Site Well-Maintained and Current?**
- **What is the Web Site's Purpose?**

Who Is the Web Site's Author?

Determining who is responsible for a Web site is one way to assess its credibility. Ask yourself:

1. Is the author an expert in his or her field? Try a Google search to find out more information about the author.
2. Does the author's background or credentials indicate that the information contained in the Web site is trustworthy? If you find that an author is affiliated with a well-known university, for example, you can be reasonably sure he or she is qualified to write about his or her area of expertise.
3. Has the author written books or articles that demonstrate significant knowledge on his or her subject? Try searching subject databases that might contain books or articles written by the author.

Is the Information on the Web Site Accurate?

Determining the credibility of a Web site's author is one way to assess its accuracy. You can also ask yourself these questions:

- How does the information compare with articles or books that you have read on the subject?
- Is there a way to contact the site's author?
- Is the site affiliated with an authoritative institution--for example, a university or government organization?

Is the Web Site Well-Maintained and Current?

Oftentimes, a good indication of the validity of a site is whether it is professionally maintained. For example:

- Can you find a copyright date (such as in the example for the American Cancer Society) or a date indicating when the site was last updated?
- Does the site contain many broken links or links to Web sites that are not reliable or authoritative?
- Is the site cluttered or well-designed and easy to navigate?

What is the Web Site's Purpose?

Web sites are created for a variety of reasons. Some are created to provide information (informational site), some to advocate for a cause (advocacy site), and others are created simply to sell products (sales site). Here are some questions to ask yourself when evaluating a Web site:

- Is the site objective (objective site) or is it promoting a particular point of view or agenda (site promoting a particular point of view)?
- Does the site contain a mission statement (organization mission statement) or a page describing the organization's purpose?
- Is the site free from advertisements?

Library FAQs

- **How do I find out if you have a book or other item?**

Answer

Use Libraries online catalog: Library online public access catalogue (OPAC) allows users to search and retrieve the information in our library catalogue. You can access the catalogue through:

https://yu.edu.sa/resources/library/services-facilities/

Here you can search the library resources by title, author and subject keyword
Also you can check your library dues, renew your borrowing item(s) and request the library books by enter your University ID Number.

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

Answer

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?**

Answer

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

Basic Library Rules:

- **No disturbance (Noise)**
- **No food, drinking and smoking**
- **No selfish or destructive behavior**
- **Always return books on or before the due date.**
- **No cash can be taken in payment for fines. Please pay directly to the University account /Finance department.**

GET HELP طلب المساعدة

Get help using the Libraries

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

Call a Library staff: Call a Library staff during regular service hours 8.00 AM -4.00 PM

Central Library: Tel: 2242222 Ext: 3805, 3802. Email: Library @ yu.edu.sa	**Women's Library:** Tel: 2242222 Ext: 4800 Email: w.library@yu.edu.sa

By Post: You can also send your comments to us by writing to:
Library, Al-Yamamah University P.O. Box-45180 Riyadh-11512, Saudi Arabia

Library online presence, visit *www.yu.edu.sa*

Library Staff Directory: Learn about the library staff

Name	Position	Phone Ext:	E-Mail Address
Mr. Sultan AlShammari	Library Manager	3802	S_alshammari@yu.edu.sa
Mr. Hamlet Sabariyar	Librarian (Central Library)	3805	H_sabraiyar@yu.edu.sa
Ms. Badriya AlMutairi	Librarian Women's Library	4800	b_al-mutairi@yu.edu.sa