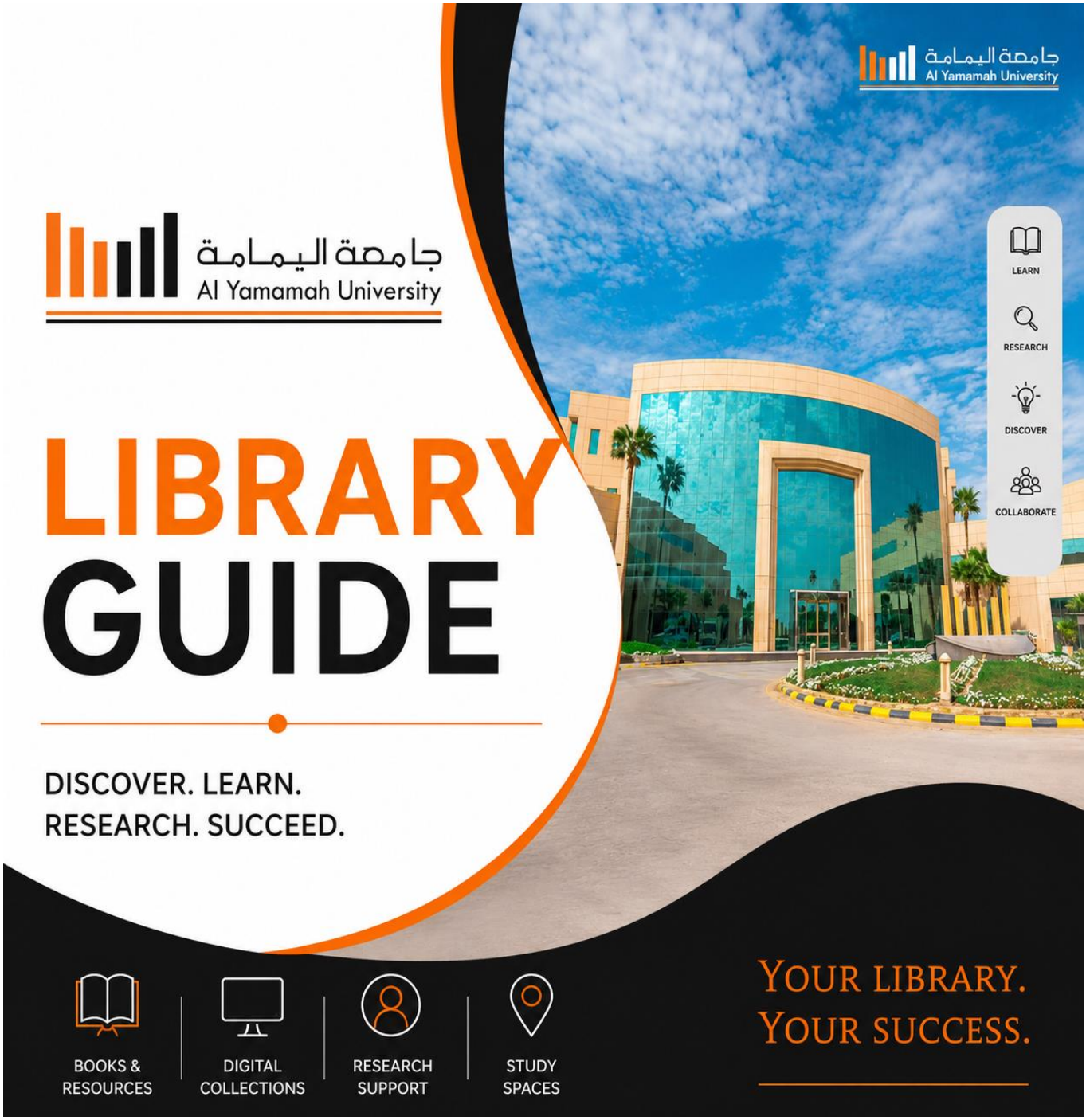
جامعة اليمامة
Al Yamamah University
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RESEARCH
DISCOVER
COLLABORATE
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Come to the Library to…

Find information for your assignments

Study, either by yourself, or use a study room for group work

Borrow books and journals

Use the copiers, printers, and scanners

Obtain free Internet access

Get help with using the Library and its resources

Access the Restricted Loan collection

Relax in a Time Out room

Browse in the new books & journals display area

and lots more...

WELCOME MESSAGE!

Welcome to the Al-Yamamah University Library. Your library is committed to the purpose of enabling students, faculty, and staff to achieve the goals of intellectual growth and academic excellence through study, research, and information science. We are striving to make the library a comfortable and welcoming place to study as well as a place to launch your life-long learning work habits.

The Director and staff welcome you to the library. Please ask for assistance at any time and we are ready to assist you in any way we can in your studies and research at university. We hope your time here will be happy and productive.

The University has invested a high price in the collection, the structure, and the furniture. We invite you to make good use of the valuable materials at your disposal here and to exercise good stewardship in their use.

We hope that the library will be useful to you and that it will be a place where you may achieve your academic goals. We welcome your feedback and thoughts on how we may better serve you.

The purpose of this Library Guide is to provide our library users with necessary information about the library and its policies, procedures and services. Come and visit your library. See you around

Thank you and best wishes,

Mr. Sultan AlShammari
YU Library Manager

Tel: 0096611 2242222 Ext: 3802

S_AlShammari@yu.edu.sa

Library Mission

Al-Yamamah University Library staff, services, resources, and collections advance the pursuit of knowledge and offer a gateway to the world of information and ideas. In support of that mission, the library serves as an intellectual gathering place that fosters and enhances learning, education, research, and personal fulfillment**.**

Library Vision

The library's resources and services enrich the quality of education at Al Yamamah by enabling learners to select, evaluate and use information to enhance their creativity and knowledge.

Library Values & Beliefs

The library's values are the important principles and beliefs that guide staff as they seek to accomplish the library's vision and mission.

- Library users are our primary focus
- We strive to provide the best information services and resources for all users
- We carry out our responsibilities with a welcoming attitude
- We are committed to excellence
- Equitable and open access to information
- We are committed to the systematic organization and sharing of our knowledge
- We strive for innovation
- We treat everyone with equal consideration and courtesy
- We respect confidentiality, privacy and users' library records
- We maintain a comfortable, welcoming, and secure place for study, research, work, reflection, and interaction.
- We share information and solicit opinions for the success of the library.
- We build and maintain cooperative working relationships with the YU community and with one another to achieve the library's mission and goals.
- We embrace our role as collectors and custodians of the intellectual record.

Library Objectives

- To evaluate, acquire, organize, and provide information resources (in a variety of formats) that adequately support the curricula of the University.
- To maintain and organize the physical environment to be conducive to the preservation and use of the library's resources by users
- Develop and maintain understanding needs of its users and respond to them.
- To provide services that facilitates the use of the library
- To employ an appropriate number of competent, qualified library professionals and support staff for the implementation and maintenance of library operations.
- To provide opportunities for professional development and training for the library staff.
- Promote effective relationships with other libraries in the Kingdom and outside.
- To incorporate the use of new technologies when and where appropriate for supporting the mission of the library.
- To maintain practices reflecting the latest developments in the fields of library science
- Preserve the collections for library users.

General Information

Al-Yamamah University Library is dedicated to maintaining an excellence of service in providing information and resource materials to support the information needs of its community. The library is of central importance to the institution. It is an organic combination of people, collections, and buildings, whose purpose is to assist users in the process of transforming information into knowledge.

- The library's primary purpose is to serve the University community as a whole with the facilities they need for their specialized studies, research and up-to-date information in their field of study.
- The library is committed to ensuring free and open access to information for all members of the University community.
- The library follows Dewey decimal classification – 23rd edition for classification and AACR 2 for cataloguing of library material.
- The library currently uses **KOHA Library Management System** for library automation.
- The goal of the library staff is to provide the best possible service to our Library users. We encourage everyone to ask for assistance or information.

Central Library

Established in late 2004, has a stack capacity of 35,000 volumes and seating space for about 200 library users. The present collection is primarily in Arabic and English languages with emphasis on Business Administration, Information Systems, Liberal Arts and Architecture engineering. In addition to the present collection, the library holdings include periodicals, database subscription, DVDs, CDs, etc. All the books in the library are shelved in order of call number. The library provides computers with internet access and Wi-Fi Hotspot.

Since it was established, the library has made strong efforts to help in the achievement of aims and objectives of its parent institution. The goal of the library staff is to provide the best possible service to our Library users.

Women's Library

The Women's branch library opened its doors to the users in the year 2007. The library is in the college basement and the seating space for about 200 library users. There is a media room with audio visual facilities and individual and group study room facilities are also available. There are sixteen computer workstations with internet facilities for the library users. Students also could print / photocopy and scan which are also available for library users.

Library Location & Hours

With an area of 1,500 square meters, the library is located on the first floor of the building near the main auditorium and in front of Sport Center. Café facilities are also located on the ground floor of the Central library.

Library Hours

Sunday – Thursday 8.00 am – 4.00 pm

Library Directory:

Name	Position	Telephone Ext:	E-Mail Address
Mr. Sultan AlShammari	General Supervisor of YU Library	3802	S_AlShammari@yu.edu.sa
Mr. Hamlet Sabariyar	Librarian Central Library	3805	H_sabraiyar@yu.edu.sa
Ms. Badreye AlMutairi	Librarian Women's Library	4800	B_al-mutairi@yu.edu.sa

Library Prints

The library creates and publishes materials relevant to the library community that cover University and library news, statistics, and reports.

- **Library Guide**
- **Library Report**
- **Library Orientation Booklet**
- **Guide to Access Library Resources**
- **Library Bulletin**
- **Library Handouts / Flyer**

Library News & Announcement

Library staff is continuously updating and providing latest information and announcement about library and its activities through the followings:

- Library Information on YU website
- Library Bulletin
- Library Notice Board
- Shelf for new arrival and
- Email

Library Forms

The following forms are in use for various library activities

- Textbook Purchase Request Form
- Course Reserve Request Form
- Appeal of Library Charges form
- Request a Library Orientation Session

Library Membership عضوية المكتبة

- International Federation of Library Associations (IFLA)
- Saudi Digital Library (SDL)
- The Wharton School, of Pennsylvania
- Saudi Library & Information Association

Library Services & Facilities

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

- Borrowing Services
- Current awareness Services
- Reference Service
- Enquiry & Feedback services
- Computer workstations & Internet Services
- On & Off campus -Databases Access Facility
- Course Reserve Services
- Photocopy and printing Services
- Group Study/ Individual Study Room Services
- Library Orientation/Instructions Services
- Library Archives services
- Library visits/Tours
- Class Visit
- Summaries of book/report/articles
- Library online Catalogue https://library.yu.edu.sa/

a. Borrowing Services:

The Circulation desk conducts the check OUT and check IN of borrowed library materials, the placement of holds on library materials in circulation, the renewal of borrowed materials and signing of clearances etc.

Library Card: A library user must have a valid ID card which serves as Library cards. To borrow materials from the library, Proof of current registration or employment is required and should be presented at the Circulation Desk every time.

Authorized Users:

- University Bona fide / regular students
- University Administrators, Faculty and Staff.

Other Users

- Part time students,
- Visitors are welcome to use the library collection but they do not have borrowing privileges and all resources consulted must be used on site.

b. Current Awareness Services:

The objective of this service is to make the YU community aware of the availability of current issues of magazines, new books, reports and similar materials received in the library during the preceding month as well as current news and events concerning of our user's interest. The library furnishes this service through the preparation and distribution of bilingual Library bulletin among Al Yamamah community. This E-mail service also offers thoughtful, easy-to-read summaries of the key recent publications in the field of computer science, economics, finance, and management etc.

c. Reference Services:

The main concern of Reference service is to help the library users. Its scope ranges from simple directional information to a deeper task of helping a user in doing research. The provision of Reference services involving collaboration between users and library staff.

The activities include:

-To evaluate and respond actively to the user's needs and demands
-Locating information on topic
-Perform on-line literature search
-Assist library users in obtaining needed information

d. Enquiry/ Feedback Services:

The library welcomes suggestions and comments about all the services we offer. If you wish to comment or to suggest a service improvement, you may use any of the following ways:

- Enquiries may be addressed in person, by speaking to library staff at any of the service points in the library.
- By Telephone: If you have any comments on the library service, please ring **2242222 Ext-3805**
- By Email: For Central Library: **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
By Fax: Fax: 0096611-224 2222 Ext: 3899

If you wish to enquire further, you may contact:

Mr. Sultan AlShammari
S_AlShammari@yu.edu.sa
EXT: 3802

e. Computer Workstations (Internet services):

The primary use of computers in the library is to provide access to information and research, university websites and electronic databases. The library provides 20 workstations, each connected to the Photocopier cum printer. In addition, the Library's Wi-Fi Hotspot is also available.

f. Course Reserve Services:

Materials placed on reserve in the library are those items identified by the instructor for use by their students. Course Reserve materials include library-owned materials and instructor-supplied materials (copies of articles, books etc.). Students may check to see if their instructor has placed items on reserve by searching the Course Reserves section in the library.

g. Photocopy & Printing Services:

Photocopier cum Printer is located at the extreme right side of the main library entrance. The library has a fee-based photocopy service for photocopying materials. This service is available to those who have access to a university account. We cannot charge an individual directly. Printing from computer workstations within the library requires the user ID & password.

- International copyright laws should be observed.
- Any library materials to be duplicated are subject to inspection by the library staff.

h. Group / Individual Study Room Services:

The purpose of the group study rooms is to provide a location for group discussion and collaborative learning. No reservation for this room is required and availability is on a first-come/first-served basis. Sign-up sheets and study room keys are available at the Circulation desk. Group study rooms with projector facilities attract users who want to study, learn, and work collaboratively.

i. Library Orientation / Instruction services:

The library offers orientation programs throughout the year for faculty, staff, and students. These orientations can include demonstrations of the library's resources and services, activities, and general tours of the library.

If you would like to learn how to access the library's resources, find out about the services offered by the University Library, and take a tour of Library, just let us know! The sessions will last approximately 20-25 minutes, depending on your interests and questions. To schedule a tour/orientation session, please use or give us a call at Ext: 3805 or to meet at the Information Desk. You may also email your request to Library@yu.edu.sa

j. Library Archives services

The library maintains and preserves the record of our intellectual resources for archival, reference and study purposes. The library has a separate shelf for keeping this precious and valuable material.

k. E-Resources

The library has acquired access to online databases. Access to these databases from On & Off campus is freely available.

l. Library visits / Tours:

The library welcomes on and off-campus groups to schedule visits / tours of the Library. Tours enable users to learn about the library's collections, services, resources, and the physical layout of the building. For younger groups, a supervisor / guide must accompany them. Please contact us in advance to schedule your visit / tour at (Ext: 3805)

m. Off Campus Library online Catalogue Access services

The library has an **off-Campus** access facility of our **Library online catalogue**. It can be accessed through the Internet via the Web at https://library.yu.edu.sa/ and anyone may freely access our library catalogue from any computer with an Internet connection.

Library Sections

The library is divided into sections, each with its own areas of responsibility.

5a. Administrative section

The Library Director is the library's chief executive officer and is responsible for the administration of the library. **All sections report to the General Supervisor**

5b. Acquisition Section (Collection Development)

The library administers all aspects of collection development and management in YU library. The library's collection, products and services have been developed in response to the specific information needs of our users. Collection development encompasses implementing, monitoring, and evaluating the collection development program including Selection and Acquisition of library materials. Receiving and processing Gift materials, weeding of materials, and departmental liaison, oversees expenditures of all library materials, while ordering, checking-in, claiming of materials is also controlled by the library staff. Selection is a joint responsibility of the faculty members, administrators, and the library staff

5c. The Technical section

The Technical Section includes Classification, Cataloguing, arranging subject headings, checking and physical processing etc. of all the materials for the library and feeding bibliographic data to maintain our database in our library Management System **KOHA** Library follows Dewey decimal classification – 23rd Edition for classification and AACR 2 for cataloguing. Books are arranged on the shelves in a classified order. Cataloguing and classification are used to develop an index of the library collection to enable users to determine the availability of resources.

5d. Circulation Section

Circulation involves the movement of books and materials through the lending cycle of shelf, to users, to return, and back to the shelf. All functions of this section are computerized and the transactions in this section are based on bar code technology.

Functions of Circulation System include:

- Overseeing the borrowing of library materials and borrower records
- Assisting borrowers to finding books and other items in the library.
- Maintaining the order of the library's print collections
- Answering questions about policies such as loans, renewals, recalls, fines, and other policies
- Place holds and recalls on circulating materials
- Create and update user's records
- Maintain the stacks by shelving, shelf reading - often shifting areas to make room for the collection
- Process overdue/book replacement and other financial operations

5e. Reference section

Library staff of the Reference section assists users in finding information and materials for their research and study and responsible for developing, maintaining, and organizing reference section of the library. All reference materials, including books, encyclopedias, dictionaries, maps and atlases are located in the Reference Section. **REF**. printed on top of a call number of the book indicates that the material is reference work. The total collection in this section is to be referred to in the library premises but not for lending.

5f. Periodical section

This section is responsible for overall periodicals management, keeping track of the periodicals (magazines) in the library. Current year issues of Periodicals are arranged in alphabetical order on the display racks. All the old issues except the current year issues of periodicals are kept in boxes in alphabetical order on their respective shelves in the library.

5g. Library Communication:

Attending all communications, external and internal correspondences, keeping contact with the publishers, distributors, vendors and book dealers/ suppliers, and institutions in connection with the procurement of reading materials for library, including cheque request, invoice request, check-in, claiming, reminders etc. The activities include:

- Answering queries that come to the library
- Carry on public relations for library
- Responds to users' complaints and requests.
- Keeping active liaison with the departments and staff of YU to seek their input
- Maintaining effective relations with other libraries, organizations/institutions

Library Rules, Policies & Procedures

i. General Rules for the use of Library
ii. Borrowing Policies
iii. Collection Development (Acquisition) Policy
   - Gift/Exchange policy
   - Collection Maintenance & Evaluation Policy
iv. Computer, Internet use policy
v. Cell Phone use policy
vi. Group Study Room Policy

i. General Rules for the use of Library

To maintain a welcoming environment for reading, learning and other Library activities, the YU Library requires all users 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 must 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.

ii. Library Borrowing Policy

POLICY

This policy and its procedures are to ensure that (*faculty, staff, employees or students*) are aware of and understand the importance of Library Borrowing Procedures. It also outlines procedures for ensuring compliance with University regulations.

Mission Statement
The YU Library is dedicated to providing our students, faculty and staff with access to the library materials they need to succeed.

Purpose
The purpose of the Borrowing Policy is to establish guidelines for circulating library materials and to assist staff in making decisions.

Objective

- Make materials widely available to the YU Community.
- Maximize use of collections and services.
- Facilitate requests for materials.
- Retrieve overdue materials
- To circulate materials quickly and efficiently.
- To maintain circulation records in an efficient manner.

Scope
The policy applies to all users of all YU Libraries. It covers activities relating to the borrowing and use of Library collections and services. It sets:

- Borrowing privileges, responsibilities and restrictions.
- A schedule of fines and fees.

Library Users:
Currently enrolled students, faculty and staff employed by the Al-Yamamah University have full borrowing privileges through students and staff cards. Anyone may use the collection within the library.

Authorized Users:

- **University Bona fide / regular students**
- University Administrators, Faculty and Staff.

Other Users:

- Part-time students should get a referral letter from the concerned Director / Head of the department about borrowing library material.
- Visitors are welcome to use the library collection, but they do not have borrowing privileges and all resources consulted must be used on site.
- Children must be accompanied by an adult / supervisor.

Library Card:
A library user must have a valid ID card. Valid university ID cards serve as Library cards. This should be presented at the Circulation Desk every time you borrow books or renew them.

The Circulation desk conducts the charge out and charge in of borrowed library materials, the placement of holds on library materials in circulation, the renewal of borrowed materials, payment of overdue fines, signing of clearances etc.

Loan period for borrowers' group and Limits:

Status of Users	Number of Items Allowed	Books and Documents	Periodicals	Maps	Media	Reserve
Faculty	5	30 days / 1 renewal	Not allowed except for special purpose	Not allowed except for special purpose	Not allowed except for special purpose	N/A
Staff	3	10 days / 1 renewal	Not allowed except for special purpose	Not allowed except for special purpose	Not allowed except for special purpose	N/A
Students	5	10 days / 1 renewal	Not allowed except for special purpose	Not allowed except for special purpose	Not allowed except for special purpose	Set by Instructor
Part Time Students	3	10 days / 1 renewal	Not allowed except for special purpose	Not allowed except for special purpose	Not allowed except for special purpose	N/A
	Note: Students should present their ID Cards or get the referral letter from the concerned Director / Head of the department for borrowing library material					
Visitors	They can use the library facilities but borrowing for outside not allowed					

The length of the loan period varies with the status of the borrower and the type of material

Reserve materials:

Materials placed on reserve in the library are those items identified by instructor for use by their students. Instructors may request library items to be kept on the reserve shelf for the use by a particular class. Course Reserve materials include library-owned materials and instructor-supplied materials (copies of articles, books, sample tests, etc.). Students may check to see if their instructor has placed items on reserve by searching the Course Reserves section in the library. Any photocopied materials to be placed on reserve must conform to copyright law. Reserve material should be read within the library.

Reference material:

Reference section contains general reference books such as encyclopedias, dictionaries, atlases, yearbooks, handbooks, manuals, almanacs, geographical sources. Reference books do not circulate and are for library use only except for special purposes and with the permission of the Library Director.

Renewal:

Renewals may be made by calling the Library Circulation Desk at Ext: 3805, or in person at the circulation/enquiry desk or by accessing your account online. One renewal is allowed. Books cannot be renewed if they are subject to recall or have outstanding fines.

Recalls:

The library reserves the right to recall any piece of Library material. Items required by another reader will be recalled and must be returned within 3 days of the recall date. Failure to do so will result in fines being charged at a rate of 50 halalas per day. The user from whom the material was recalled has the right to reserve it and to check the item out again later.

Place on Hold / Reserve:

You can place a hold on any item that is on loan to another borrower. When it is returned and available, you will be notified.

Canceling reservations:

If you no longer need a reserved item, you should cancel your request in person or by phone at our Ext:3805 to the circulation/enquiry desk.

Material restricted to "in library" use:

Reference items and selected visual media (films, videos, etc.) and selected audio material (CDs, cassettes, records, etc.), newspapers, university handbooks, and maps are for in-library use only. Periodicals and course reservations are also restricted to in-library use only except for special purposes and with the permission of the Library Director.

Returning Loan Items:

You must always bring loans items to the library on the due date. They must be returned to the Circulation Desk before 4.00pm or in case of further queries, contact to the Circulation Desk itself

View Your Circulation Record:

You may access your library circulation record on / off campus. Some things that you might do with this function are check the status of a requested item; cancel an unwanted hold; renew materials; check to see how many items you have checked out, when items are due, and what fines you might owe.

Overdue Notices:

The library reserves the right to recall any piece of Library material. Items which are kept beyond the due date are considered to be overdue. Overdue notices / reminders may be sent to borrowers as a matter of courtesy, although the library assumes no obligation to notify borrowers of overdue materials. Failure to receive reminders or overdue notices does not excuse borrowers from the responsibility of returning or renewing items on time to avoid penalties. All library notices are sent via university-issued e-mail when possible.

Borrowing privileges are suspended and will not be reinstated until the materials are returned and fines are paid, or replacement costs and fines are paid if the materials are lost.

The library has established the following fees for overdue circulating materials and replacement cost of lost or damaged materials/ books.

Overdue Fines (Fine Schedule):
You will be charged fines if you don't return or renew your books. Fine calculations start on the due date and are payable after the grace period. Official time for determining fines on overdue books will be calculated according to the time determined in the computer system. You must ensure that any outstanding charges on your record remain below SR 50. You may not continue to borrow from the library if your outstanding charges exceed this level. Unpaid overdue fines will result in suspension of your borrowing privileges and clearance withheld unless fines are paid.

- Regular materials such as Books: SR 0.50 (fifty halalas per item per day).
- Recalled materials: SR 0.50 (fifty halalas per item per day).
- The maximum late fee per item is **SR 50.**
- **3 days will be the grace period**.
- Your total late fee is based on the per-day fee, the number of items that are late and the number of days that they are late. **Example:** 50 halalas x 5 items x 2 days = SR 5.00

Lost /damaged Material Policy:
If material is lost or damaged, notify the library at once; you will have to pay the full current replacement cost, the amount of the fine will be equal to the actual cost of the item plus library handling / processing fee of **SR100**.

Returning lost/Paid items:
If items are found and returned, the replacement cost and processing charge are waived but the borrower is responsible for overdue charges. Library users may be refunded the full amount paid toward the item's replacement cost if the complete item is found and returned in good condition within 30 days of payment. Refunds will not be made for items returned after 30 days. Refunds will not be given for single parts of a set.

Appealing Library Charges

Any borrower who wishes to question a library charge or processing fee, you may appeal it by filling out Library charges Appeal Form. An appeal of this policy may be made to the Circulation Desk Staff. Please provide specific details about the charge(s) you wish to appeal. The decision for this appeal will be final. If possible, attach a copy of the library bill / Statement. Please ensure that the charges you are appealing are clearly indicated. In your appeal, kindly explain why you believe the charges should be removed or adjusted.

The Borrower may submit a written appeal. Appeals for library charges must be received within 30 days of the original date of the charge. Appeals after one month will not be considered. If an appeal is accepted for consideration, the fine (in its original amount) is either waived, adjusted, or re-posted to the BORROWER's account at the end of the appeals process. Appeals received without the appeals form will not be considered.

Reasons generally not regarded as valid for canceling or reducing charges:

- Lack of knowledge of library policy
- Disagreement with library fine or fee structure
- Inability to pay fees and charges
- Material loaned to a third party
- Non-receipt or late receipt of library reminder notice
- Being out of town
- Forgetting the due date or failing to renew on time
- Term breaks, illness, leaves, vacations, exams, car problems, etc.

Penalties

- The penalty for stealing books, periodicals, and other material from the library is suspension of library privileges for the rest of the semester. Aside from this, the case will be referred to the **University Disciplinary committee** for further deliberations and actions.
- Mutilation of library materials is an offense, and it will be considered as a damaged item. In addition, library privileges may be suspended for the rest of the semester. The case will also be referred to the Disciplinary committee for further proper action
- Unpaid bills will result in a block of library privileges and the case will also be referred to the Disciplinary committee for further proper action.

Responsibilities of the Borrowers

- Borrowers are fully responsible for all borrowed materials and must know the due date to avoid fines.
- ID cards should not be used other than yourself.
- Library materials are not transferable, and you are prohibited from lending library materials to others.
- Borrowers must notify the library of any address and telephone number changes.
- The library will charge fines on late items, and other sanctions may be imposed.
- If you lose a book or it is stolen, you will have to pay the full current replacement cost.
- The library has open stacks. After you have collected the material, you would like to borrow, check the items out at the Circulation Desk.
- Overdue notices are mailed only as a courtesy reminder. Failure to receive notices does not absolve borrowers of their responsibilities.
- Compliance with current copyright law is the responsibility of the user.
- Materials must be returned in the same physical condition as when they were checked out.

For any further information regarding loans or reservations, library fine or overdue item, please contact staff at the Circulation desk: Library Assistant 3805.

NOTE: The Library's policies and procedures regarding library fines, and loan periods are subject to review -and/or change by the library, as they deem necessary.

Iii. Library Collection Development Policy

Introduction:

The library administers all aspects of collection development and management. The goal of collection development is to make sure that the library adequately and fairly supports each teaching area of the YU.

Collection development encompasses implementing, monitoring and evaluating the collection development program including selection and acquisition of library materials, determine collection development needs and priorities, evaluation of collection, weeding of materials, and departmental liaison, oversees expenditures of all library materials, while ordering, checking-in, claiming of materials is also controlled by the Library staff.

Definition

Collection development policy means the policy of the library regarding the building of the collection as a whole.

Purpose

The purpose of this Collection Development policy is to provide guidelines for the selection, acquisition, evaluation, and maintenance of library materials and to communicate these guidelines to all members of the YU community and is to serve as a reference for the library staff to follow when assessing potential acquisitions for the library collections, including print, non-print materials, electronic and other resources. The library aims to be international in scope.

Mission

The mission of the Collection Development policy is to ensure that the selection of library resources support the educational needs of the students, faculty, administration, and staff of the YU.

Authority/Source

Library Director

Implementation of Policy

Implementation of this policy is the responsibility of the Library Director who may delegate to others a portion of that responsibility. While the broad outline of the policy remains constant, the specifics of implementing the policy will change as the University changes and as its expectations change.

Allocation of Funds

The Library Director is responsible for the expenditure of all library funds. Recommendations for the allocation of library materials funds are made by the Library Director and approved by the President. Allocations consider many criteria, including existing strengths and weaknesses of the collection, new course offerings, enrollment figures, number of majors, and more. Requests for changes in allocations will be directed to the concerned University authorities.

General Selection Guidelines

The selection criteria provide important guidelines to help ensure a well-rounded, useful collection that meets the needs of the University's community and judiciously spends the library's limited materials budget. The library acquires print materials (books, periodicals, pamphlets, maps, etc.), audiovisuals materials and electronic resources.

Languages *- Following the University's bilingual model, the library's acquisition policy primarily focuses on English and Arabic material, except as needed for direct curriculum support.*

Formats: *Both in print and electronics*

Recommendations are evaluated by the following criteria

- Relevance to the curriculum
- Reviews from authoritative sources and selection aids
- Recommendations from YU Community
- Availability of resources from other sources
- Relevance to professional growth
- Historical / cultural value
- Reputation of the author, issuing body, and/or publisher
- Suitability of content to form
- Strength of present holdings in the same or similar subject
- Cost

Selection Guidelines for specific type of materials & Limitations

Books will be considered for selection based on recommendations from the YU community. Textbooks are purchased when they supply information in areas in which they may be the best or the only source of information on the subject. Books authored by YU faculty are purchased when available.

Reference Materials - Specialized types of reference materials collected by Library include encyclopedias, dictionaries, handbooks, indexes and abstracts, bibliographies, directories, guides, statistical sources etc. The library's reference collection is designed to meet the basic research and information needs of the community.

Electronic Resources and Services (Non-paper Materials) -The Library utilizes a variety of electronic information resources. These include online electronic products (databases, electronic books, and journals as well as media-device accessed materials (CD-ROM, videotape, DVDs), etc.

Due to the high cost of electronic resources subscriptions, the library director is charged with making cost-effective and balanced purchase recommendations based on our institutional needs.

Free Internet Resources - Internet resources will be reviewed and chosen with the purpose of aiding the research process in support of the educational mission of YU. Websites normally will be considered for inclusion in favorite folder based on recommendations from professional library staff (primary selectors), faculty, and students. Those sites that support the programs and curricula of YU will be given priority for inclusion.

Periodicals -
In selecting periodicals, the choices of the faculty are important. Current subscriptions are placed at the request of faculty and on the basis of the expressed needs and interests of the library's users and will be renewed every year. Requests for new journals are considered throughout the year. The overall responsibility for the growth of the periodical collection lies with the Library Director.

Each title will be reviewed as per the following criteria for subscription or cancellation:

- Support of present academic curriculum
- Strength of the existing collection in the title's subject area
- Projected future use
- Cost
- Reputation of journal and the publisher
- Inclusion in a reliable indexing source
- Subscription of print version will cancel if the same is available electronically.

Interdisciplinary collections – Library Services will collect materials that cross two or more disciplines

Government publications – Library Services may acquire selected government materials

Out-of-Print Materials - Most titles selected for purchase by faculty and library staff are current publications, however the library recognizes the need for some retrospective purchases, as well as the need to acquire replacement copies of damaged and lost books that are out-of-print.

Maps – Library Services may collect atlases and maps.

Collections of rare books, manuscripts, or archival material – Library Services will not actively collect rare books, manuscripts, or archival material. The university's archives are its own records deposited in the library for historical and administrative use. Materials include university catalogs, university publications, photographs, student publications, papers, and memorabilia etc.

News Papers – Library Services collects newspapers in print form.

Faculty Publications - Faculty members are requested to notify the library when their own publications are available. Gift copies are gratefully accepted, or the library may order a copy.

Selection Responsibility

Basically, selection is carried out according to the disciplines belonging to the University's fields of study. In addition, the library also buys material from related disciplines, provided that it is relevant to the University's study and research focus. It is critically important that both print and electronic resources be available in libraries.

Responsibility for selection lays both with the faculty and the library staff. The teaching faculty serves as subject specialists for their respective disciplines and is encouraged to assess the adequacy of resources. It is hoped that faculty will monitor their professional literature for appropriate library acquisitions, and that they will make the library staff aware of material most useful for course requirements and for student research needs.

All materials selected for the collection will be reviewed in terms of cost, quality, suitability, and collection balance before purchasing. Materials purchased with library funds become Library/university property and are available for circulation or for use in the library. The Library Director will send the list of selected library materials to the concerned authorities for approval and permission for the purchase.

Selection Tools:

For selection of relevant materials current literature sources and new title announcement will be thoroughly reviewed by the library. There are number of book selection tools available online such as World Cat, Book Selection Tools on the Internet, on-line bookstores such as Amazon, Barnes & Noble etc., they may aid in the selection of materials. Another Internet site that provides publisher information is the Publishers' Catalogues Home Page; this site offers an extensive list of publishers from around the world with links to publisher web sites. Book Wire, includes information about the book publishing industry, book reviews, themed book lists, and annotated links to book-related sites. Choice reviews are also available online.

The library also relies on such selection tools as, Books in Print, Ulrich's periodicals Directory, Guide to Reference Books to guide in selection. AcqWeb's Directory of Publishers and Vendors provides links, organized by publishing category and alphabetically by name. The library receives catalogs from numerous publishers. YU staff and students are encouraged to consult and can use these publisher sources to keep up with new book publications and consider the recommendations in light of your own needs.

Gifts & Exchange policy

The Library welcomes gifts of materials which may be of value to the Library but accepts them with the understanding that it has the right to handle or dispose of them in the best interest of the institution. Library Director may accept material gifts from donor on behalf of the library. The Library keeps a record of all donors. **Gift materials for the library will be accepted provided the following criteria:**

- The materials donated to the library will be subject to the same criteria that are applied to new materials; meaning the gift will undergo review for usefulness, physical condition, indirect costs such as processing and storage.
- It is understood that the Library Director has the authority to decide whether and how all or part of a gift of materials is incorporated into the library's collection and policies.
- The library accepts only gifts which have no "strings" attached (i.e., no special restrictions or procedures designated by the donor).
- Donors must agree that if we do not add items to the collection, we can put the items on the library book sale table, can seek exchange methods with other libraries.
- The library provides donors with an appreciation letter.

The policies above also apply to the personal collections of retiring faculties wishing to donate their collections to the library.

Collection Maintenance & Evaluation policy

A. **Evaluation of the collection -** The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users. Evaluations will be made to determine whether the collection is meeting its objectives, how well it is serving

its users, in which ways it is deficient, and what remains to be done to develop the collection. This process requires the same attention to quality and authority as the original selection of materials.

B. De-Selection /Weeding of Materials - Materials which do not support the library collection's stated purposes and objectives may be removed to maintain a current and useful collection. Library staff are responsible for conducting de-selection and maintaining the quality of the library collection. Whenever possible and necessary, faculty will be invited to participate in the weeding process by reviewing lists of materials targeted for withdrawal. The library will make withdrawal lists available for concerned authority's perusal. The following criteria will be employed when de-selecting library materials:

- Materials that are severely outdated or no longer relevant
- Materials that are in irreparable physical condition or are severely defaced
- Titles which have been superseded in our collection by later editions
- Obsolete materials
- Overall research value to faculty and students
- Availability of materials in available electronic resources
- To remove materials presumed to be controversial or disapproved of by segments of the YU community.
- Materials no longer serve any historical, instructional, or research interest

C. Duplication of materials - Duplicates will only be purchased under rare circumstances, demands or recommendations. For most materials, initially only one or two copies are purchased.

D. Replacement - The library will not automatically replace materials that are reported missing or lost. The library staff will evaluate which titles should be replaced, with either the same title, or a similar one. Heavily used items that are necessary for teaching, learning or research will be replaced as quickly as possible whenever available for purchase.

Final note

The Library Collection Development Policy and Procedures are subject to review and / or change by the library, as they deem necessary. The library is devoted to building a balanced collection in all appropriate formats.

iv. Computer, Internet Use policy

All users of computer workstations must agree to abide by the following rules:

- Users are responsible for determining that the information they access is acceptable, reliable, and suitable to their needs. Internet access is a privilege, not a right, and as such can be withdrawn from those who use it irresponsibly.
- Most resources available via the Internet and other electronic information networks are "global" rather than "local" resources. The library does not and cannot control the information content available through global resources such as information obtained from outside sources via the Internet.

- Users may not attempt to change or modify hardware or software configurations or install software for personal use on the library's workstations.
- Use of the workstations for personal, entertainment and Commercial purpose is not allowed.
- Headphone volume must be kept to low levels
- The library accepts no responsibility for any damage or loss of data arising directly or indirectly from the use of these facilities.
- Use of computer workstations to disseminate offensive material is prohibited.
- Violators of this policy may lose their access privileges.

v. Cell Phone Use policy

- The library building is designated as a "cell phone free zone."
- Users should turn off or make silent all cell phones when entering the library building.
- In an emergency, when users must make or receive a cell phone call, they are required to move to the stairwells and use their phone quietly.
- Avoid using a cell phone's camera or binocular features in the library
- If you wish to report inappropriate cell phone use, contact a library staff member at the Information desk.

NOTE:

- Written library policies & procedures are available at the Circulation Desk.

vi. Group Study Room Policies

1. No reservation for this room is required and availability is on a first come/first-served basis.

2. Students, faculty, and staff may use the room for short-term needs. On any calendar day, you may use a maximum two-hour time slot, but you may use the room as long as necessary if the room is not in demand by others. If the room is in high demand - you may be asked to limit your use of the room.

3. Priority use is given to GROUPS OF TWO or more. An individual using a group study room may be asked to relinquish it for a group's use. When not being used by a group, a room may be used for individual study on a first-come, first-serve basis.

4. Please note that the CAPACITY of the study room is about 15 people. Sign-up sheets are available at the Information /Enquiry desk**.**

For more information, please call at:

Ext: 3805 / 3802

Or

Email: Library@ yu.edu.sa

FOR YOUR INFORMATION

The library is open to anyone seeking information. To register, present a current YU ID to the Circulation Desk. Your card is NOT TRANSFERABLE.

Location of Materials The materials in the library are computer cataloged and can be accessed at the library computer workstations. The library catalog can also be accessed online.

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

Reference Books
Location: on the left-hand side of the library's Main Gate. This collection is for in-house use only.

Periodicals
Location: on the extreme right-hand side of the library's Main Gate. All periodicals are arranged alphabetically by title.

Computers: The library houses computers primarily for research. All saved documents must be transferred to a floppy or any other disk since documents will be deleted from the hard drive at any time. WiFi Hotspot is available

Search Engines: Google.com Bing.com Excite.com Yahoo.com Infoseek.go.com Dogpile.com Lycos.com Webcrawler.com

Shelves: Library Users are requested to keep the shelves organized while using them or looking for a book.

Reserves Location: These are materials Instructors have reserved for their classes that are to be used in the library only. Please see library staff if you need a reservation.

Information Rack
The information rack contains library Flyers, Library Guide, and other information that will assist users with library resources. All handouts on the Information Rack are free and users are encouraged to select and keep any helpful materials.

Personal Belongings: All are requested to leave their bags at the control desk as they enter the library. However, the library assumes no responsibility for missing articles and valuables that are left in the bags at the control desk, or elsewhere in the library. Do not leave money, IDs, or any valuable items.

Exiting: You may be asked to allow staff at the library exit to examine your books, briefcases, bags, etc. as you leave. If the door alarm sounds, please return to the Circulation Desk to permit staff to "desensitize" Library materials you've checked out.

Visitors: Visitors are welcome to use the library collection. Visitors do not have borrowing privileges and all resources consulted must be used on site. Visitor must obtain the permission in advance from the Marketing & PR Department or Vice President and present it to a library staff member when entering the library.

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

Lost & Found*:* Please bring any unattended and apparently lost item(s) to the Circulation Desk. If you lose something, go to the Circulation Desk to leave a description of the missing item or to see if it has been turned in to them.

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

GET HELP

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.

In Person

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

Send an Email

Get an answer by email within two working days.

Call a Library staff – 224222 Ext 3802/3805 Women's Library Ext: 4800

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

Ask a Librarian service at YU main site: www.yu.edu.sa

FAQ

Central Library: Tel: 2242222 Ext: 3805
Fax: 2242222 Ext: 3889
Email: Library @ yu.edu.sa

Women's Library: Tel: 2242222 Ext: 4800
Fax:4895656 Ext: 4545
Email: w.library@yu.edu.sa

FAQ

How many libraries does YU have?

Al Yamamah University has two libraries on campus, including the Main Library and branch libraries such as the Women's College Library.

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 Al Yamamah 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 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
Mrs. Badreya Al Mutairi -4800 **- Women's Library**

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 suggest to the library?

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

Where are the Restroom facilities?

Resting facilities are available at the ground floor of the library. For assistance, please ask at the enquiry desk.

Can I reserve a room in the Main Library?

The group study room is available on a first come, first served basis only.

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

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

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 the catalog. You can search catalog by author, title, subject, keyword, and call number. All information about the resources is available online and can be accessed from any computer within the campus. Click the Internet Icon, go to the favorite folder and then click on the YU Local library search option.

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 in the 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 alphabetical order by title. Older periodicals are kept in the magazine boxes beyond the reference collection and shelved alphabetically by title.

How can I access database?

Access to the database may be obtained from any computers within the YU campus and is freely available to anyone. **To access the database**, through LMS

Who may use the Computers in the Library?

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

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 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 several 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 mis-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

Glossary of Library Terms

• **Bibliography**
o A list of citations to books, articles or other items used in research on a particular subject; usually listed at the end.

• **Call Number**
o A combination of letters and numbers used to place a book or periodical in its proper place on the shelf.

• **Citation**
o All of the information needed to identify your sources of information. Most often, citations refer to books or articles, but they can identify videos, live interviews, radio programs, and much more.

• **Database**
o A collection of information organized and presented to serve a specific purpose. Some examples are telephone books, MEDLINE (the National Library of Medicine's database)

• **Journal**
o A scholarly magazine which is usually read by people in a particular profession or academic subject area.

• **Keyword**
o When you perform a search in a large database, the system will usually look only for keywords. That is, words that identify an entry or set it apart from the others.

• **Magazine**
o A popular periodical is usually read for pleasure or for keeping up with current events.

• **Periodical**
o A general term referring to any publication that is published at regular intervals of time: weekly, monthly, quarterly, etc.

.Hold
o To "put a hold on a book" means to request a book that someone else has borrowed. The book will be held under your name at the Circulation Desk for one week.

.Index/ ín-deks/
o A list of subjects, names, or other items, usually in alphabetical order. A periodical index lists periodical articles by subject.

.Reference Books
o Books that provide factual information, definitions, statistics, addresses, summaries and/or general dictionaries, encyclopedias, atlases, almanacs, and directories.

.Renew / ré-nu/
To extend the due date of a book you have checked out. Bring the book to the Circulation Desk to renew or call the Circulation Desk at 3805 or renew it on-line:

.Volume Numbers and Issues /´vol-yum/ /´num´-ber/ / and/ /í-shuz/ (for periodicals)
o The volume number is a number given to a group of magazines that are published during a certain time period. Each magazine in a volume is called an issue.

جامعة اليمامة
Al Yamamah University

Request a Library Orientation /Session

This request form is for use by any YU staff and students. We recommend you submit your request in advance to ensure the availability of library staff, access to an instruction room, and preparation of materials.

Instructor / Student Information

Name:
Phone Number:
Email Address:

Other Information----------

Course Information

Course Code / Title: ----------

Number of Students: ----------Class----------

Date and time requested for library session
(Ex. April 23, 10am-11am):

Library Session Information
Topics for library session (Please select all that apply.):

- ☐ General library overview
- ☐ Databases
- ☐ Finding Resources
- ☐ Evaluating Resources
- ☐ Library walking tour
- ☐ Other: ----------

Additional Comments or Questions: ----------

Attach Your Syllabus or Assignment Instructions here. You should be contacted within two working days to verify that your sessions have been scheduled.

مكتبة جامعة اليمامة

ان مكتبة جامعة اليمامة تهتم بالحفاظ على تميز الجامعة في الخدمة وفي توفير المعلومات والمواد المرجعية لدعم احتياجات مجتمع جامعة اليمامة من المعلومات. فهي مكتبة أكاديمية وجميع أهدافها تتعلق بتوفير خدمات معلومات مناسبة وموثوق بها وفعالة وفي الوقت المناسب . وتتركز مهام هذه المكتبة في ضمان الوصول الحر والمفتوح للمعلومات من قبل جميع أعضاء مجتمع الجامعة.

رسالة المكتبة:

تلتزم مكتبة جامعة اليمامة بالتميز في خدماتها لتكون بوابة للبحث عن مصادر العلم والمعلومات وإفساحها للرواد لمقابلة رغباتهم واحتياجاتهم في البحث والدراسة.

الرؤية:

مصادر المكتبة من المعلومات تغذي وتقوي الجودة في التعليم بجامعة اليمامة وتساعد الدارسين في اختيار واستخدام هذه المعلومات لمزيد من الإبداع والمعرفة.

الأهداف:

- **اقتناء وتنظيم وإتاحة مصادر المعلومات في أشكالها المتنوعة لسد حاجة مجتمع الجامعة.**
- **المحافظة على النظام لتهيئة البيئة المناسبة لرواد المكتبة للاستفادة من مصادرها.**
- **فهم وتنمية إحتياجات رواد المكتبة.**
- **تقديم الخدمات التي تلبي طموحات رواد المكتبة.**
- **توظيف ذوي الخبرة والكفاءة في مجال المكتبات.**
- **تشجيع وإتاحة التطوير المهني والتدريب للعاملين بالمكتبة.**
- **إقامة علاقات بناءة مع المكتبات الاخرى داخل وخارج المملكة.**
- **استخدام التقنيات الحديثة في مجال المكتبات.**
- **متابعة التطورات الحديثة في مجال علوم المكتبات.**
- **حفظ المجموعات للمستخدمين.**

معلومات عامة:

- المكتبة هي مركز القلب للجامعة باعتبارها العضو الرابط بين مصادرها والمستفيدين ليتمكنوا من نهل العلم والمعرفة.
- الهدف الأساسي للمكتبة هو خدمة مجتمع الجامعة بتقديم كل التسهيلات والمعينات الحديثة في مجال البحث والدراسة.
- تأمين الوصول الى مصادر المعلومات لجميع منسوبي الجامعة دون مقابل.
- تستخدم المكتبة نظام ديوي العشري، الطبعة الثانية والعشرين في التصنيف، وقواعد الفهرسة الأنجلو-أمريكية في طبعتها الثانية المعدلة في فهرسة مقتنياتها.
- النظام الآلي المستخدم هو نظام كوها اوبك(KOHA)

مكان وجود المواد

تتم فهرسة مواد المكتبة إلكترونيا، و بإمكان المستخدمين الوصول الى أي مادة عن طريق أجهزة الحاسب الموجودة في المكتبة أو عن طريق الويب.

المواد المخصصّة للتداول

تم ترتيب الكتب على الأرفف بموجب رقم الاستدعاء المبني على خطة تصنيف ديوي العشري.

كتب المراجع

هذه الكتب مخصّصة للاستخدام داخل المكتبة فقط.

الدوريات

تحتوي المكتبة على دوريات تم ترتيبها أبجديا بحسب العنوان.

الرفوف

على المستخدمين الحفاظ على ترتيب الرفوف أثناء البحث عن الكتب المطلوبة.

المواد المحجوزة

يمكن لأعضاء هيئة التدريس حجز بعض المواد المتعلقة بمنهج معين ليستخدمها الطلبة ويجب مراجعة موظفي قسم الاستقبال.

رف المعلومات

يوجد رفّ/خزانة المعلومات عند مدخل المكتبة بالقرب من الباب الرئيسي ويحوى دليل ومنشورات المكتبة التي تعطي لمستخدميها معلومات مفيدة.

الممتلكات الشخصية

على مستخدمي المكتبة ترك حقائبهم لدى قسم المراقبة، والمكتبة لا تتحمل مسؤولية فقدان أي من الممتلكات الشخصية التي يتم تركها في الحقائب عند قسم المراقبة أو في أي مكان داخل المكتبة وعلى الجميع الحرص على عدم ترك النقود والبطاقات الشخصية و ممتلكاتهم الثمينة.

التبرع بالكتب

ترحب وتستقبل المكتبة إهداءات الكتب والأقراص والأشرطة وغيرها من الوسائط.

المكتبة المركزية:

فتحت المكتبة ابوابها عام 2004م بسعة قدرها 35 الف نسخة من الكتب مع امكانية استيعاب اكبر وتتسع كذلك لعدد 200 شخص من المستخدمين. تضم مجموعة المكتبة على كتب ادارة الاعمال ونظم المعلومات بالاضافة الى الدوريات وقواعد البيانات واقراص الفيديو ا لرقمية والمدمجة وذلك باللغتين العربية والانجليزية.

توجد بالمكتبة عدد 25 جهاز كمبيوتر مع خدمات الانترنت وغرفة للدراسة الجماعية وعدد 4 مقصورات للدراسة الفردية وماكينة تصوير بجانب 2 عدد ماكينة للتجليد وغيرها من المعينات الاخرى.

تقع المكتبة بالقرب من مركز الجامعة الترفيهي وبمساحة 1500 المكتبة مركز لبيع متر مربع. يقع في الدور الاسفل من مبنى الكتب العربية والاجنبية لطلاب الجامعة.

مكتبة الطالبات:

فتحت المكتبة أبوابها نهاية عام 2007 م بمبنى كلية البنات وهي تتسع لعدد 200 شخص من الرواد. توجد بالمكتبة غرفة لوسائل الاعلام السمعبصرية مجهزة باجهزة تشغيل دي في دي وجهاز عرض ضوئي – بروجيكتور. كذلك توجد عدد 1 غرفة للدراسة الجماعية وعدد 9 غرف للدراسة ا لفردية مزودة بكافة التسهيلات المعينة على خلق الجو المعافى للدراسة.

تحتوى المكتبة على عدد 16 جهاز كمبيوتر مع خدمات الانترنت للبحث والاطلاع.

الخدمات والتسهيلات

تقدم المكتبة مجموعة من الخدمات والتسهيلات التي تشمل الاتي :

- خدمات الإعارة
- خدمات الإحاطة الجارية.
- خدمات المراجع
- خدمة الاستفسارات
- أجهزة الحاسب الآلي و الإنترنت
- خدمة حجز بعض المواد لمناهج دراسية معينة
- خدمات الطباعة و التصوير
- غرف دراسية للجماعات والأفراد.
- خدمة التعريف بالمكتبة
- خدمات الوصول الى قواعد البيانات.
- خدمات الأرشفة
- ملخصات الكتب والتقارير والمقالات.
- خدمات الوصول الى فهرس المكتبة الآلي من خلال الرابط الإلكتروني
- /https://library.yu.edu.sa
- الجولات التعريفية بالمكتبة

أقسام المكتبة:

تتألف المكتبة من الأقسام التالية مع اختصاصاتها المحددة.

- قسم الإدارة
- قسم تنمية المجموعات
- قسم الخدمات الفنية
- قسم الإعارة
- قسم المراجع
- قسم الدوريات
- قسم الاتصالات

المصادر الالكترونية :

تحقيقا لجهود وزارة التعليم العالي في توفير الخدمات الالكترونية لكافة المؤسسات الاكاديمية من خلال المكتبة الرقمية السعودية، فقد تمت الاجراءات اللازمة للاشتراك في المكتبة الرقمية ابتداء من يناير 2013م.

لقد نالت المكتبة ومن خلال المكتبة الرقمية السعودية رخصة الوصول الى عدد من قواعد البيانات حتى نهاية ديسمبر 2012م. كذلك حصلت المكتبة على روابط لقواعد البيانات الالكترونية من خلال الرابط " الموقع المحدد للمصدرURL " وهي تغطي مجالات الكتب والمجلات الالكترونية وغيرها من المصادر بدون رسوم وهي متاحة للجميع.

عضوية المكتبة :

تتمتع مكتبة جامعة اليمامة بالعضوية مع الفهرس العربي الموحد، مدرسة وارتون، اسبرنجر، ارامكو السعودية، دار الاستثمار العالمي، الجمعية الامريكية للجودة، الغرفة التجارية الصناعية بالمنطقة الشرقية، الجمعية السعودية للمكتبات والمعلومات، جمعية المكتبات الامريكية.

منشورات المكتبة (Publications)

الموارد التالية سوف تساعدك على معرفة المزيد عن المكتبة وخدماتها وسياساتها.

- دليل المكتبة
- النشرة الإعلانية
- نشرة المكتبة
- كتيب التوجيه والتعريف عن المكتبة
- التقرير السنوي.
- دليل الوصول الي مصادر المعلومات

طلب المساعدة:

- لا تتردد في طلب المساعدة من موظفي المكتبة للإجابة على استفساراتك.
- نرحب بمقترحاتكم على البريد الإلكتروني: library@yu.edu.sa
- موظفو المكتبة لخدمة الرواد والإجابة على استفساراتهم. ويسرنا معرفة مرئياتكم وملاحظاتكم حول خدمات المكتبة وذلك بالاتصال على الرقم 112242222 توصيلة رقم 3805 للمركزية و4800 **للطالبات**

الأسئلة المتكررة

كم عدد المكتبات؟

توجد مكتبتان : المكتبة المركزية ومكتبة الطالبات الفرعية.

كم عدد ساعات العمل بالمكتبة؟

ساعات العمل من الأحد – الخميس

8:00 صباحاً وحتى 4:00 مساء.

أين يقع مبنى المكتبة؟

تقع المكتبة في الحرم الجامعي فاي الطابق الاول مان المبناى المجااور لقاعاة المسارح الرئيساية ومقابال المرافق الرياضية. أما مكتبة مركاز الطالبات في الطابق الأسفل من مبنى كلية البنات.

كيفية الوصول الى موظفي الاستقبال؟

موظفو المكتبة سعداء لتقديم المساعدة المطلوبة ومستعدون للاجابة على استفساراتكم ويمكنكم الاتصال علاى الارقام التالية :

الأستاذ سلطان الشمري -تحويلة 3802

السيد هاملت - 112242222 تحويلة 3805

السيدة بدرية المطيري - تحويلة : 4800 – مكتبة الطالبات

ما نوع البطاقة الجامعية؟

البطاقة الجامعية تعتبر بمثابة بطاقة المكتبة وبها تتم إعارة مواد المكتبة.

تقديم الاقتراحات للمكتبة؟

يمكن ذلك عن طريق تعبئة النموذج المعد لذلك ووضع الاقتراحات في الصندوق الخاص الموجود فاي مادخل المكتبة

أين غرف الراحة؟

توجد بالدور الأول وللمساعدة يمكن الاستفسار لدى مكتب الاستقبال.

هل يمكن حجز غرفة بالمكتبة؟

توجد غرف للدراسة الجماعية متاحة للحجز حسب أولوية القدوم.

كيفية التنسيق لزيارة المكتبة؟

الاتصال بمكتب الاستقبال على الرقم 3805

كيف يمكنني معرفة المواد الموجودة بالمكتبة؟

ياوفر فهارس المكتباة المعلوماات عان موقاع ورقام اساتدعاء الكتاب والمنشاورات الحديثاة ومنتجات الأقاراص المضغوطة. يمكنكم الاطلاع على معظم مقتنيات المكتبة في الفهرس وذلك بالبحث عن طريق اسام المؤلاف ، أو

عنوان الكتاب، أو الموضوع ، أو الكلمات المفتاحية ، أو رقم الطلب. كذلك يمكن الوصاول إلاى جمياع المعلوماات عن الماوارد المتاحاة بالمكتباة علاى الانترنات ماان أي جهااز كمبياوتر داخال الحارم الجاامعي وذلاك باالنقر علاى "المفضلة" ثم على خيار مكتبة جامعة اليمامة الالكترونية.

أين توجد المجلات بالمكتبة؟

تشترك المكتبة من خلال اشتراك منتظم في عدد من الصحف والمجلات (الدوريات). تحفظ الأعداد الحالية من هذه الدوريات على رفوف العرض في الجانب الأيمن من المدخل الرئيسي وهي مرتبة على الرفوف أبجدياً حسب العنوان، أما الأعداد القديمة فيتم حفظها في صناديق بلاستيكية خلف مجموعة المراجع ومرتبة أبجدياً حسب العنوان.

كيفية الوصول إلى قاعدة البيانات ؟

يمكن الوصول إلى قاعدة البيانات من أي جهاز كمبيوتر داخل الحرم الجامعي او خارج الجامعة وهذه الخدمة متاحة مجانا لأي شخص. يمكن الدخول الى الخدمة من خلال LMS ، وللمساعدة يمكن الاتصال بمكتب الاستقبال.

من المستفيدون من الحاسب الالي؟

جميع أعضاء هيئة التدريس والطلاب والموظفون.

معلومات الاتصال

	لهاتف	**لبريد الالكتروني**
المكتبة المركزية		**library@yu.edu.sa**
مركز الاستفسار	**+966 11 2242222فرعي: 3805**	
مركز خدمات التداول و الإعارة	**+966 11 2242222فرعي: 3805**	
الهاتف المباشر	**+966 11 4858638**	
الفاكس	**+966 11 2242222فرعي: 3899**	

مكتبة كلية البنات		**W.library@yu.edu.sa**
مركز الاستفسار	+966 11 2242222فرعي: 4800	
الهاتف المباشر	+966 11 4895454	

العنوان البريدي

مكتبة جامعة اليمامة
ص ب 45180 الرياض 11512 المملكة العربية السعودية

الآداب والسلوك بالمكتبة

- الاحتفاظ بالنظام والهدوء داخل المكتبة.
- لا تضع الكتب بعد الانتهاء منها على الرف، بل اتركها على الطاولات لموظفي المكتبة .
- كراسي الجلوس والقراءة ينبغي أن تظل في أماكنها المحددة ولا تضع قدميك عليها.
- ممنوع تناول الأغذية أو المشروبات داخل المكتبة
- يحظر التدخين في جميع أرجاء المكتبة ولا يسمح باستعمال منتجات التبغ.
- من أجل توفير مكان هادئ للعمل والدراسة ، تم تحديد منطقة خاصة في مبنى المكتبة لاستعمال الهاتف الجوال. يجب على المستخدمين قفل جميع الهواتف المحمولة وأجهزة الاستدعاء اللاسلكية أو وضعها على الصامت عند دخول مبنى المكتبة.
- عدم استخدام محطات الحاسوب لنشر مواد مسيئة أو محظورة
- عدم ترك المتعلقات الشخصية.
- يجب تسجيل الدخول للزوار القادمين والخروج عند المغادرة، ونحتفظ بحقنا في تفتيش الأمتعة الشخصية للزوار عند الدخول والخروج من المكتبة.
- يرجى التعامل بلطف مع الطلاب الآخرين وجميع موظفي المكتبة.
- الآباء أو الأوصياء لا يجوز لهم ترك أطفالهم من غير مراقبة في أي مكان داخل مبنى المكتبة.

سياسة الإعارة

الرسالة

تسعى مكتبة جامعة اليمامة وتكرس جهدها لتزويد الطلاب والأساتذة والموظفين بالمواد التي تعينهم على النجاح.

الغرض

تهدف سياسة الإعارة الى وضع الإرشادات حول إعارة مواد المكتبة ومساعدة الموظفين لاتخاذ القرارات في هذا الشأن.

الأهداف

- إتاحة مواد المكتبة لمنسوبي الجامعة
- تعزيز الاستفادة من مجموعات و خدمات المكتبة
- تسهيل طلب المواد
- إعادة المواد المعارة المنتهية مدتها.
- تداول المواد بسرعة و فعالية
- حفظ سجلات التداول بفاعلية.

إطار سياسة الإعارة

تُطبّق هذه السياسة على جميع مستخدمي مكتبات جامعة اليمامة و تغطي جميع العمليات المتعلقة باستعارة و استخدام مجموعات المكتبة. و تحدد هذه السياسة:

- الامتيازات و المسؤوليات و شروط الاستعارة
- جدول الرسوم والغرامات.

مستخدمو المكتبة

الطلاب المسجلون وهيئة التدريس والموظفون في الجامعة يتمتعون بجميع امتيازات الإعارة و ذلك باستخدام بطاقة الطالب/الموظف. كما يمكنهم الاستفادة من مقتنيات المكتبة داخل المكتبة.

المستخدمون ذوي الامتيازات

- الطلاب المنتظمون في جامعة اليمامة
- المدراء وهيئة التدريس والموظفين بالجامعة.

المستخدمون الآخرون

- على طلاب الدوام الجزئي الحصول على خطاب مرجعي من الإدارة المختصّة للحصول على امتيازات الإعارة
- لزوار المكتبة الاستفادة من موارد و مجموعات المكتبة دون إمكانية استعارتها.

بطاقة المكتبة

مستخدمو المكتبة عليهم الحصول على البطاقات الجامعية سارية المفعول وإبرازها لدى موظف الإعارة عند الإعارة أو التجديد

قسم الإعارة

يقوم قسم الإعارة بإصدار واستلام المواد المعارة، وكذلك تجديد المواد المعارة واحتساب الغرامات وإصدار المخالصات وغيرها.

فترة الإعارة

المستخدم	عدد المواد المسموح استعارتها	الكتب و الوثائق	الدوريات	الخرائط	الوسائط	حجز المواد
أعضاء هيئة التدريس	5	30 يوم / تجديد واحد	لا يسمح به إلا في حالات خاصة	لا يسمح به إلا في حالات خاصة	لا يسمح به إلا في حالات خاصة	غير ممكن
الموظفون	3	10يوم / تجديد واحد	لا يسمح به إلا في حالات خاصة	لا يسمح به إلا في حالات خاصة	لا يسمح به إلا في حالات خاصة	غير ممكن
الطلبة	5	10يوم / تجديد واحد	لا يسمح به إلا في حالات خاصة	لا يسمح به إلا في حالات خاصة	لا يسمح به إلا في حالات خاصة	غير ممكن
طلبة الدوام الجزئي*	3	10يوم / تجديد واحد	لا يسمح به إلا في حالات خاصة	لا يسمح به إلا في حالات خاصة	لا يسمح به إلا في حالات خاصة	غير ممكن

ملاحظات:

تختلف فترة الإعارة بحسب المستعير ونوع المادة المعارة.

المواد المحجوزة

هذه المواد توضع داخل المكتبة في أرفف خاصة حسب تعليمات المدرس لاستخدامات الطلاب وتشمل نسخ من المقالات ونماذج الاختبارات الخ... جميع المواد المصورة خاضعة لقانون حقوق النشر ومسموح بتداولها داخل المكتبة فقط.

المواد المرجعية

قسم المراجع يضم الموسوعات والقواميس والأطالس والمرشدات والتقاويم والكتب السنوية وهي غير متاحة للإعارة إلا في حالات خاصة وبموافقة مدير المكتبة.

التجديد

يمكن تجديد الإعارة عن طريق الاتصال بقسم التداول (2242222 11 966+ تحويلة 3805 أو 4800 لمكتبة كليّة البنات)، أو شخصيا عند قسم التداول أو عن طريق الدخول على الحساب

الشخصي عبر الإنترنت. يُسمح بتجديد واحد فقط، و لا يمكن تجديد الإعارة في حال أن المادة المعارة تحت طلب الاسترجاع أو عليها رسوم مُستحقّة.

طلب الاسترجاع

للمكتبة حق طلب استرجاع أي مادة من مواد المكتبة. المواد التي يتم طلبها من قبل مستفيد آخر يتم إصدار طلب باسترجاعها و على المستعير إعادتها خلال 3 أيام من تاريخ الطلب ويترتب على عدم إعادة المواد رسوم غرامة قدرها 50 هللة لليوم الواحد. يحقّ للمستخدم الأول الذي أعاد المادة أن يطلب حجزها ثم إعارتها لاحقا.

طلب الحجز

بإمكان المستخدم طلب حجز أي مادة مُعارة للغير بحيث يتم إعلامه فور إعادة المادة من قبل المستعير الأول.

إلغاء الحجز

في حال عدم الحاجة لحجز مادة، يمكن إلغاء الحجز شخصيا لدى قسم الإعارة أو عن طريق الاتصال على 2242222 11 966+ تحويلة 3805 (تحويلة 4800 لمكتبة كلية البنات).

المواد المخصصة للاستخدام داخل المكتبة

هنالك مواد مخصصة للاستخدام داخل المكتبة تشمل : المراجع، بعض الوسائط المرئية (الفيديو الافلام الخ...)، وبعض الوسائط السمعية (الأشرطة و ألاقراص CD و غيرها)، الصحف، الدليل الجامعي، الخرائط. وكذلك الدوريات و المواد التي يتم حجزها من أجل مادة منهجية معينة مخصصّة للاستخدام داخل المكتبة وبموافقة وجميع هذه المواد لا يسمح بإعارتها إلا في الحالات الاستثنائية مدير المكتبة.

إعادة المواد المعارة

يجب إعادة المواد المعارة إلى قسم الإعارة خلال المدّة المخصصة لذلك (قبل الساعة الرابعة مساءً من التاريخ المحدد). و للإستفسار يمكن الاتصال بقسم الإعارة.

استعراض سجل التداول الخاص بالمستخدم

بالإمكان استعراض سجل التداول الخاص بالمستخدم عن طريق الشبكة من أجهزة الحاسب الآلي الخاصة بالجامعة، وذلك من خلال ملف المفضلة المُخزّن في متصفح الإنترنت. تُتيح هذه الخاصية للمستخدم استعراض حالة المواد المطلوبة، إلغاء الحجوزات للمواد غير مطلوبة، تجديد الإعارة، استعراض المواد المعارة ، انتهاء فترة المواد المعارة والغرامات المستحقة إن وجدت.

إشعارات التأخير

للمكتبة حق طلب استعادة مواد المكتبة. المواد المعارة و التي تجاوزّت فترة الإعارة المخصصة تعد متأخرة و قد تقوم المكتبة بإرسال إشعارات تأخير من باب التذكير و ذلك عن طريق رسالة إلى حساب الإيميل الجامعي الخاص بالمستعير، إلا أنه ليس من مسؤولية المكتبة القيام بالتذكير وان عدم استلام إشعار التأخير لا يُعفي المستخدم من مسؤولية إعادة المواد المعارة أو تجديدها في
الوقت المحدد لتفادي أي إجراءات تترتب على ذلك.

تتوقف إمتيازات الاستعارة مؤقتا حتى يتم إعادة المواد المتأخرة و دفع غرامات التأخير أو فقدان الكتب.

رسوم و غرامات التأخير

يتم احتساب رسوم التأخير في حال عدم إعادة الكتب المعارة أو تجديدها في الفترة المحددة و يتم بدء احتساب الرسوم منذ الموعد الذي كان محددا للإعادة و يستوجب الدفع خلال فترة سماح محددة، و يُحسب التوقيت بحسب ما هو مسجل في نظام الحاسب. على المستخدمين الحرص على أن لا تتجاوز المبالغ المستحقة الدفع الا 50 ريالا، وفي حال تجاوزها لن يُسمح للمستخدم الاستمرار باستعارة الكتب. رسوم التأخير الغير مدفوعة تتسبب في توقيف امتيازات الاستعارة مؤقتا و عدم إصدار مخالصة للمستخدم حتى يتم الدفع.

بيان الغرامات:

- المواد كالكتب: 0.50 ريال سعودي (خمسون هللة) للمادة في اليوم
- المواد التي تم طلب إعادتها: 0.50 ريال سعودي (خمسون هللة) للمادة في اليوم
- أعلى غرامة تأخير للمادة الواحدة: 50 ريال سعودي
- فترة السماح هي 3 أيام
- غرامة التأخير الكلّية تحتسب حسب المواد المتأخرة، و غرامة التأخير في اليوم لكل مادة، و عدد أيام التأخير. مثال: 50 هللة × سعودي 5 مواد مستعارة متأخرة × 2 يوم = 5 ريال

سياسة المواد الضائعة و المتلفة

في حال فقدان أو تلف المادة المعارة، يجب إبلاغ المكتبة فورا. و يتوجب على المستعير في هذه الحالة دفع مبلغ تعويض يساوي سعر المادة المفقودة أو المتلفة بالإضافة إلى نظير الإجراءات المكتبية. 100 ريال سعودي

إعادة المواد بعد اعتبارها مفقودة

في حال إعادة المادة المفقودة قبل دفع مبلغ التعويض، تُلغى غرامة التعويض شاملة تكاليف المعالجة المكتبية ، ولكن يلتزم المستعير بدفع غرامة التأخير.
إذا اعيدت المادة المفقودة خلال 30 يوما من دفع مبلغ التعويض و كانت المادة كاملة و بحالة جيدة، يتم إعادة المبلغ المدفوع للمستخدم. إلا أنه لن يتم إعادة المبلغ في حال ما تمّت إعادة المادة بعد أكثر من 30 يوما من دفعه أو في حال كانت المادة ناقصة (كإعادة كتاب من أصل مجموعة من الكتب).

إعادة النظر في الغرامات

يمكن للمستعير طلب إعادة النظر في رسوم وغرامات المكتبة عن طريق تعبئة النموذج المخصص لذلك وتقديمه إلى موظفي قسم التداول. يجب توضيح الرسوم المرغوب إعادة النظر فيها في النموذج والأسباب التي تستدعي إلغاء أو تغيير الرسوم المستحقة. يعتبر القرار الذي يتم اتخاذه بعد إعادة النظر في الرسوم نهائيا.
على المستعير تقديم طلب إعادة النظر في الرسوم بشكل مكتوب خلال 30 يوما من إصدار تلك الرسوم و إلا فلن يتم إعادة النظر فيها. في حال قُبول الطلب يتم إلغاء أو تعديل أو إعادة المبلغ إلى حساب المستعير بعد الانتهاء من اجراءات الالتماس.

الأسباب التالية لا تعتبر مبررة للمطالبة بإلغاء أو تعديل الرسوم:

- عدم الإلمام بسياسات المكتبة
- عدم الاتفاق مع المكتبة على طريقة احتساب الرسوم
- العجز عن تسديد الغرامات.
- إعارة المادة المستعارة لشخص آخر
- عدم استلام إشعار التأخير، أو استلامها في وقت متأخّر
- حال المستعير خارج المدينة.
- نسيان موعد إعادة المواد أو عدم تجديد الإعارة في الوقت المحدد.
- حالات الإجازات، المرض، الاختبارات، مشاكل المواصلات، إلخ...

العقوبات

- سرقة الكتب أو الدوريات أو غيرها من مواد المكتبة يترتب عليها إيقاف الامتيازات المكتبية حتى نهاية الفصل الدراسي، ويتم إحالة الأمر إلى اللجنة التأديبية لاتخاذ الإجراء اللازم
العبث وتخريب ممتلكات المكتبة يعتبر جنحة و سيتم معاملته على أنه إتلاف لأحد مواد المكتبة وقد يترتب على
- ذلك إيقاف الامتيازات المكتبية حتى نهاية الفصل الدراسي و يتم إحالة الأمر إلى اللجنة التأديبية لاتخاذ الإجراء اللازم
عدم دفع المبالغ المستحقة يؤدي إلى إيقاف الامتيازات المكتبية مع إحالة الأمر إلى اللجنة التأديبية لاتخاذ
- الإجراء اللازم

مسؤوليات المستعير

- يتحمّل المستعير مسؤولية المواد المعارة و معرفة تاريخ الإعادة لتجنب الغرامات.
- يمنع استخدام البطاقة الشخصية (الجامعية) من قِبل شخص آخر.
- يُمنع إعارة المواد المعارة من المكتبة إلى الغير
- على المستعير إبلاغ المكتبة عند تغيير عنوانه أو رقم الهاتف الخاص به
- يتم احتساب غرامات على المواد المتأخرة و قد يتم فرض عقوبات أُخرى
- على المستعير دفع تعويض كامل في حال فقده للكتاب أو سرقته منه
- تتبع المكتبة نظام الرفوف المفتوحة وبإمكان المستخدم إختيار المواد المرغوبة وإنهاء اجراءات الإعارة من قسم التداول.
- قد تُرسل المكتبة إشعارات التأخير من باب التذكير فقط، و عدم استلام المستخدم للإشعارات لا يُعفيه من مسؤولياته
- الالتزام بقوانين حقوق النشر يعتبر من مسؤوليات المستخدم
- يجب إعادة المواد المستعارة في نفس الحالة التي تمت استعارتها بها
- المكتبة ليست مسؤولة عن الممتلكات الشخصية لمرتاديها، و في حال فقدان أي من هذه الممتلكات داخل المكتبة، يُرجى الاتصال بقسم التداول (المكتبة المركزية: 3805 – مكتبة كلية البنات: 4800)

ملاحظة: سياسات المكتبة عرضة للمراجعة و التعديل بحسب الحاجة

استثناءات

لمجلس الإدارة الحق في إقرار ما يراه مناسبا خارج الشروط والمواد الواردة في هذه السياسة.

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