

Libraries Handbook

Prepared by
Deanship of Development and Quality
2019

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Preface

Libraries are a major source of information resources used in the process of teaching and learning. Learning resources are intended for all the materials that are included in the libraries of Qassim University, whether printed (books - periodicals - journals - manuscripts - scientific messages - ...) or non-printed “electronic” (databases - books Electronic, miniature, CDs, audio materials, ...) In addition to devices such as (computers, self-loaning devices, scanner devices ...) where provided by the university libraries in order to meet the needs of the programs they provide and at the appropriate level. With the availability of these resources in sufficient time suitable for students, for this purpose, Qassim University has dedicated a deanship under the title of Deanship of Library Affairs, which is concerned with the management of the main library and branch libraries in accordance with specific mechanisms and procedures, with the availability of adequate and appropriate number of qualified and specialized staff.

The university has issued this manual to be a guide for university faculty members and students in the undergraduate and graduate levels, in order to familiarize them with the university libraries and their capabilities and content and services and courses, which make the most use of libraries, and enrich the educational process and achieve the learning outcomes desired.

The Deanship of Library Affairs

Foundation

Prior to the issuance of the Royal Decree No. 7/3/22042, the branches of Imam Muhammad bin Saud Islamic University and King Saud University were merged into Qassim University. On 11/5/1425 AH, the Deanship of Library Affairs was established. The Deanship of Library Affairs started its functions in its temporary headquarters at the College of Economics and Administration building. The Deanship moved to its permanent headquarters on 24/12/1426 at the General Administration Building. The administrative offices occupy the designated part of the central library.

Vision, Mission, Values, Goals

Vision

Superior Deanship nationally in support of education and scientific research and service community Qassim.

Deanship Mission

The Deanship seeks to provide diverse and sophisticated information sources that meet the needs of the beneficiaries which is in line with the requirements of the time and the development of educational and research performance in the university and in line with its outstanding role in serving the community.

Deanship values

In light of commitment to the institutional values of the Qassim University, the Deanship of Libraries believes in the following values:

Knowledge: Contributes to building a knowledgably society.

Quality: We adhere to quality standards in performance and delivering service.

Innovation: We believe in providing a supportive environment for innovation and continuous development.

Communication: We communicate efficiently with all our partners.

Integration: We promote integration in all our activities.

Objectives

- 1- Achieving excellence in serving the educational process and the scientific research.
2. Enhancing the role of the Deanship in serving the community.
- 3 - Updating the sources of paper information.
- 4- Developing databases, information technology and digital resources.
- 5 - Improve the attractiveness of the library to increase the frequency of beneficiaries.
- 6 - Raising the efficiency of equipment and improving the location and infrastructure services.
- 7 - Developing the service delivery mechanism.
- 8 - Raise the rates of efficiency and satisfaction and retention of human resources and the development of administrative performance and increase financial resources.

Electronic Site of Deanship of Library Affairs

It can be logged to the Deanship of Library Affairs through the University site www.qu.edu.sa or using the following link:

<https://library.qu.edu.sa/>

Departments of Deanship of Library Affairs

Acquisitions Development Department

This section is responsible of several tasks, including:

- 1 - Developing information resources and providing various library materials in the university libraries through the provision.
- 2 - Examination of lists of books received from colleges in the university and work on revising them to avoid repetition.
- 3 - Receiving materials supplied to the library through purchase, donation or exchange. It is then distributed to the central library and branch libraries.
- 4 - Prepare statistics related to the materials provided to the university libraries.
- 5 - Coordinate between the Supply Section and the other sections of the Deanship, both with respect to indexing, classification, gifting and exchange.

To contact the department:

Direct Phone - 063801517 :extension - 1972/3800050 :fax 063801517 : - Email : ladacq@qu.edu.sa

Periodicals Department

This department provides the library with specialized journals in various humanities and applied sciences in Arabic and English languages, conducts technical operations of these journals, cataloging, indexing and facilitates the photographic service of these journals.

To contact the department:

Phone – 063800050 : Extension 1454 : - Email : ladper@qu.edu.sa

Loaning and Beneficiary Services Department

Lending is defined as the process of registering information sources for use outside the library or information center for a specified period of time. Lending is one of the most important services provided by libraries to beneficiaries. This is followed by a self-loaning service so that the borrower can register books or renew the loan by himself without referring to the competent employee in the library.

The jobs of the Loaning and Beneficiaries Services Department

- 1 – Obtain the loaned material requested by the beneficiary outside the library for reading in his home or any other place.
- 2 - Renewal of borrowed materials, which has expired and is still in need of the borrower.
- 3 – Booking books that some beneficiaries have an urgent need to them.
- 4 - Following up on the late materials and remind borrowers to return them back by contacting them by phone.
- 5- Responding to the queries of the visitors of the library from students and researchers by phone or during direct visit.
- 6 - Print extracts from the automatic indexes from the library database.
- 7 – Explaining to the beneficiaries the best way to use the indexes search mechanism.
- 8-Introduce new students to the central library facilities, regulations, special regulations and services provided by the library.

Indexing and Classification Department

The goal of indexing is to try to control human knowledge and present it in a structured and described way to learners and researchers to benefit from it.

The indexing department carries out the technical procedures for the information content acquired in the library, from the automatic indexing, classification and recording of the information content. Using the Dewey Decimal Classification System and the Anglo-American Indexing Rules.

Department of Theses and Scripts

This department seeks to improve the theses and manuscripts at the university so that college researchers and postgraduate students can find what they need in this regard. It also aims to track the manuscripts and documents in the region and deposit them at the university. The number of theses available in the department is about (1600) theses on CDs in Arabic language and about (400) theses in English. The number of original manuscripts was forty and about (3000) photocopied manuscripts and (20) photocopies were obtained from local documents.

To contact the department:

Phone - 063800050 : Extension1484- : Email :theses@qu.edu.sa

University Libraries

University City in Mulidaa	
1	<u>The central Library- main branch Mulidaa</u>
2	<u>The Library for the College of Education (Male) in Mulidaa</u>
3	<u>The Graduate Studies library (female) in Mulidaa</u>
Buraidah	
4	<u>Library for College of Sharia and Islamic Studies (Female)</u>
5	<u>Library of the College of Sciences and Literature (Female) (Literary departments)in Buridah</u>
6	<u>Library of the College of Sciences and Literature (Female) (Scientific Departments)in Buridah</u>
7	<u>Library of College of Designs and Home Economics in Buraidah</u>
8	<u>Buraidah Community College Library</u>
9	<u>Library of Medical Rehabilitation College in Buraidah</u>
10	<u>College of Education Library in the eastern in Buridah (Female students) Montazah area</u>
11	<u>Library of the College of Education in Iskan district in Buraidah (female students)</u>
12	<u>Library of the center of women cultural battles in Buraidah</u>
Unaizah	
13	<u>Unaizah Community College Library</u>
14	<u>Library of the College of Science and Arts Unaizah (female students)</u>

15	<u>Library of the College of Medicine and Applied Sciences Unaizah (students(</u>
16	<u>Library of the College of Medicine and Applied Sciences Unaizah (female students(</u>
17	<u>Library of the College of Arts, Unaizah and Pharmacy (Males(</u>
<u>Al Rass</u>	
18	<u>College of Science and Arts Library (Male Students)</u>
19	<u>Library of College of Science and Arts in Al-Rass (female students) literary sections</u>
20	<u>Library of the College of Science and Arts in Rass (female students) scientific departments</u>
21	<u>College of Applied Health Sciences Library</u>
22	<u>Al-Rass College of Business Library (female students(</u>
<u>Bakiriya/</u>	
23	<u>Library of College of Science and Arts Bakiriya</u>
24	<u>College of Public Health and Health Informatics Library</u>
<u>Al-Maznab/</u>	
25	<u>College of Science and Arts Library</u>
26	<u>Library of the College of Arts in Al-Maznab (Students(</u>
<u>Oklat El-Sokour/</u>	
27	<u>Library of the College of Science and Arts in the in Oklat el Sokour (students</u>
28	<u>Library of the College of Science and Arts in the in Oklat el Sokour (female students</u>

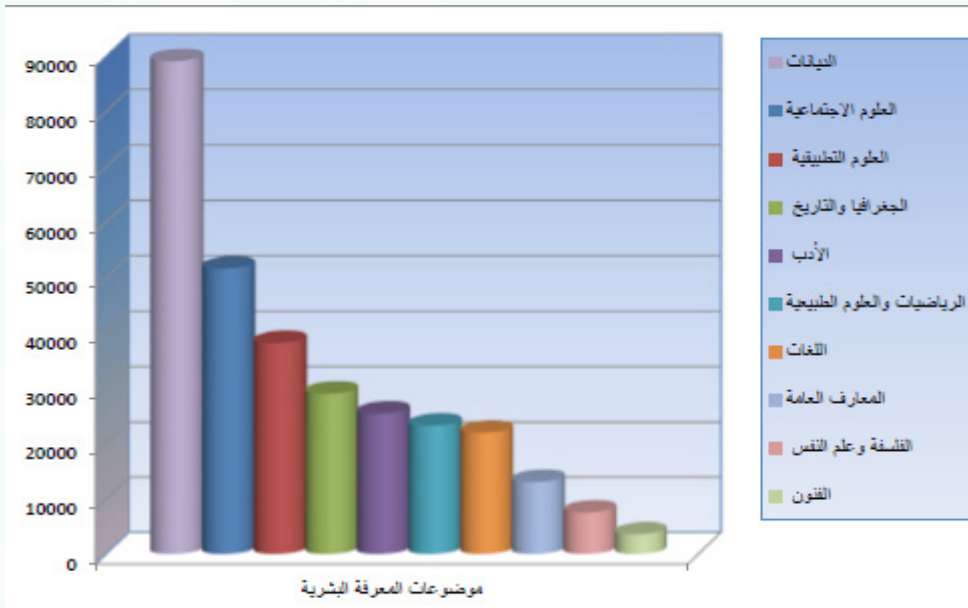
<u>Badaeh</u>	
29	<u>Library of the College of Arts in Badaeh</u>
<u>Riyad el Hobaraa</u>	
30	<u>Library of College of Arts, Riyadh, Riyadh el Hobaraa</u>
<u>Oyoon Algowaa</u>	
31	<u>Library of Arts and Sciences in the Oyoon Algowaa</u>
<u>Nabhaniyah</u>	
32	<u>Library of the College of Arts, Nabhaniyah</u>
<u>Dhriyah</u>	
33	<u>Library of the College of Arts in Dhriyah</u>
<u>AIAsyah</u>	
34	<u>Library of Science and Arts in AIAsyah</u>

Statistics

Total holdings of university libraries until the end of the academic year 1439/1440

المجلد / المادة	العنوان	الوعاء
٥٧٣١٥٦	٣٠٣٣٢١	الكتب
٣١٠٩٦٣	٣١٠٩٦٣	الكتب الإلكترونية
١٥٠٧٧	١٠٦٣	الدوريات المطبوعة
٥١٤٢٢	٥١٤٢٢	الدوريات الإلكترونية
٣٦٨٥	٣٦٨٥	المخطوطات
٤٧٨	٤٧٨	الوسائل السمعية والبصرية
٣٢٩٢	٢٣٤٥	الوسائل الجامعية المطبوعة
١٨٢٤٤٨٠	١٨٢٤٤٨٠	الوسائل الجامعية الإلكترونية
٥٥٠	٥٥٠	المصغرات الفيلمية
٧٥	٧٥	الخرائط
٢٧٨٣١٨٣	٢٤٩٨٣٨٧	الإجمالي

The following figure shows the distribution of the books over the knowledge titles:



Library Application Forms

There are different forms of transactions with the Deanship of Library Affairs as follows:

- 1) Arabic Books Purchase Form
- 2) Purchase form for English books
- 3) Form for reporting a missing book
- 4) Form for applying for a training course
- 5) Form for applying for visiting the Central Library
- 6) New beneficiary registration form
- 7) Application form for requesting maintenance of computers and accessories

After completing the form, it should be sent back to the Deanship of Library Affairs on the Injaz Administrative System.

Hisabi (My Account)

Instructions of using Hisabi (My Account)

Before starting, you must obtain a PIN from the check-in counter (Central Library at Headquarters, College Libraries at the branches).

The First Step

الخطوة الاولى:
انقر على الرابط "الدخول على حسابي" في أسفل الصفحة الحالية، ثم اختر "حسابي" في شريط الخيارات في أعلى الشاشة كما هو موضح في الصورة أدناه.

فهرس مكتبات جامعة القصيم
Qassim University's Libraries Catalog

الدخول

الخطوة الثانية:

سوف تظهر الخيارات التالية كما في الصورة أدناه، انقر على "تجديد استعارتي" لتجديد إعارة الكتب المعارة لك.

The Second Step

الخطوة الثانية:
سوف تظهر الخيارات التالية كما في الصورة أدناه، انقر على "تجديد استعارتي" لتجديد إعارة الكتب المعارة لك.

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تجديد استعارتي

الخطوة الثالثة:

قم بتعبئة الخانات التالية:

هوية المستفيد: رقم البطاقة الجامعية للطلبة أو الرقم الوطني لأعضاء هيئة التدريس والموظفين.

The Third Step

الخطوة الثالثة:
قم بتعبئة الخانات التالية:

هوية المستفيد: رقم المنطقة الجامعية أو الرقم الوطني لأعضاء هيئة التدريس والموظفين.
رقم التعريف الشخصي: هو الرقم الذي حصلت عليه من كارتس الإعارة في المكتبة. (المكتبة المركزية في الفرع الرئيسي، مكتبات الكليات في الفروع الفرعية).

فهرس مكتبات جامعة القصيم
Qassim University's Libraries Catalog

الخطوة الرابعة:

The Fourth Step

الخطوة الرابعة:

الخيار الكتاب المراد تحميله

حدد الكتب المعارة في حسابك

تحديد العواء المطلوبة

التاريخ	العنوان	المؤلف	الناشر	العدد
2012,23:59/16/11	Sleisenger & Fordtran's Gastrointestinal and liver disease	Feldman, Mark	McGraw-Hill	1
2012,23:59/16/11	Sleisenger & Fordtran's gastrointestinal and liver disease	-Feldman, Mark, 1947	McGraw-Hill	1
2012,23:59/17/12	Understanding pathophysiology	.Haether, Sue E	McGraw-Hill	1
2012,23:59/17/12	Applied therapeutics : the clinical use of drugs	.Koda-Kimble, Mary Anne	McGraw-Hill	1
2012,23:59/17/12	Guyton and Hall Textbook of Medical physiology	.Hall, John E	McGraw-Hill	1
2012,23:59/17/12	Medical microbiology & immunology : examination & board review	.Levinson, Warren	McGraw-Hill	1

The Fifth Step

The screenshot displays the library's homepage with the following elements:

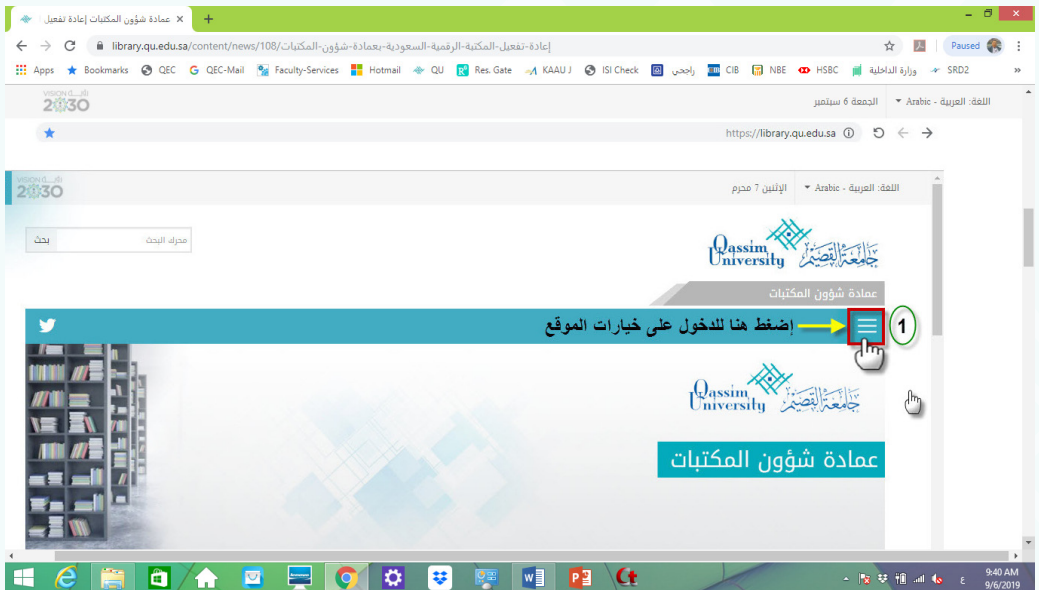
- Header:** "عمادة شؤون المكتبات" (Library Administration) and the URL "library.qu.edu.sa/home".
- Navigation:** A menu bar with links to various university services like QEC, Faculty-Services, Hotmail, QU, Res. Gate, KAAU J, ISI Check, راجحي, CIB, NBE, HSBC, وزارة الداخلية, and SRD2.
- Main Banner:** "عمادة شؤون المكتبات" (Library Administration) with a background image of bookshelves.
- Search Section:** A search bar with the text "ابحث في جميع المصادر المطبوعة والإلكترونية..." (Search in all printed and electronic sources...) and a "بحث" (Search) button.
- Service Section:** "خدمة تواصل" (Communication Service) with the text "خدمة تعد آرية مسررة للتواصل مع مهالي الوزير ومسؤولي الوزارة وكافة القطاعات" (Service is a rapid response for communication with the Minister and all sectors) and a "التفاصيل" (Details) link.
- News Section:** "اخر الأخبار" (Latest News) featuring several articles:
 - 12:55:11 15-06-2019: "إعادة تفعيل المكتبة الرقمية السعودية بعمادة شؤون المكتبات" (Reactivation of the Saudi Digital Library in the Library Administration).
 - 09:12:28 25-03-2019: "عمادة شؤون المكتبات اقامت ورشة عمل في المهارات التكنولوجية للنشر في المجلات العلمية العالمية (ISI)..." (Library Administration organized a workshop on technological skills for publishing in international scientific journals (ISI)...) with a "تفاصيل" (Details) link.
 - 06:34:01 24-03-2019: "دورة في مهارات استخدام التكنولوجيا الحديثة في البحث العلمي بكلية التأهيل الطبي" (Workshop on modern technology skills for scientific research in the Faculty of Health Sciences).
- Footer:** A URL "https://library.qu.edu.sa/content/news/107/المجلات-العلمية-العالمية-للنشر-في-المهارات-التكنولوجية-للنشر-في-المجلات-العلمية-العالمية" and a timestamp "10:01 AM 9/6/2019".

Saudi Digital Library

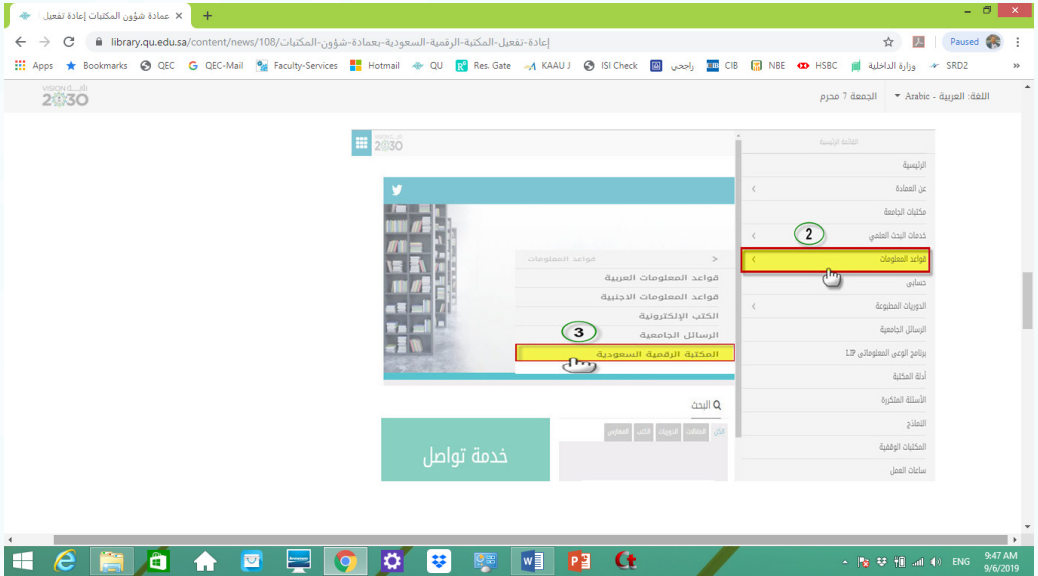
The Deanship of Library Affairs has re-activated access to electronic databases through the Saudi Digital Library. Considerable long-term knowledge accumulation. The library has contracted with more than 300 international publishers covering various disciplines that support the educational process and meet the needs of beneficiaries and organize electronic sources of information accessible to faculties, researchers, students and employees of higher education.

Digital Library Access Steps

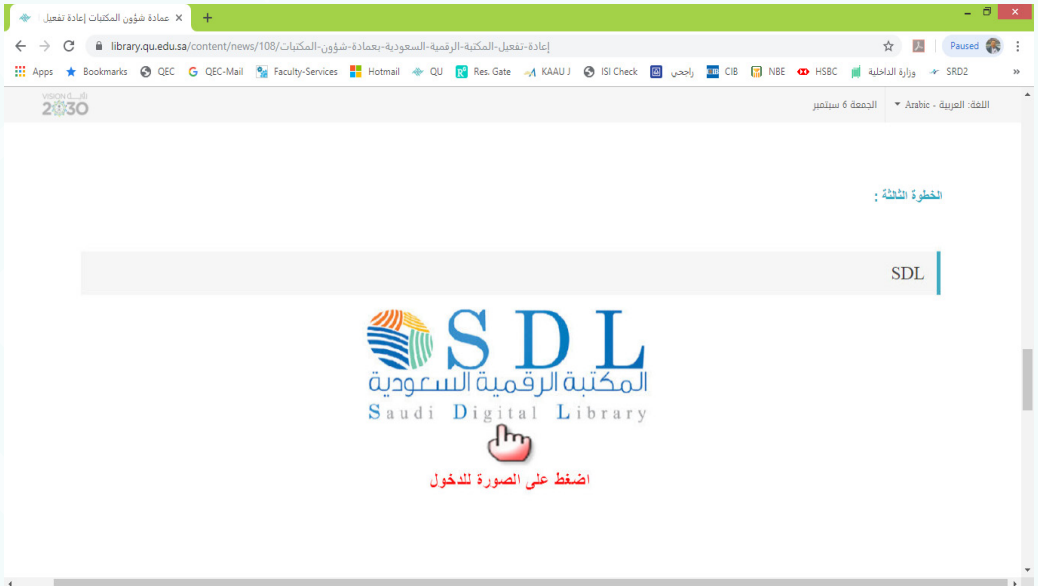
The first step



The second step



The Third step



The Fourth step

بوابة الدخول على قواعد المعلومات
Databases login screen

User name:

Password:

Login

ملاحظة: للدخول على قواعد المعلومات، فضلاً ادخل اسم المستخدم وكلمة المرور الخاصة بك وهي نفس اسم المستخدم وكلمة المرور التي تستخدمها للدخول إلى شبكة الإنترنت داخل الجامعة.

To use the electronic resources, you need the same username and password you use to log in to the Internet on campus

عمادة شؤون المكتبات
DEANSHIP OF LIBRARY AFFAIRS

The Fifth step

English

الرئيسية من نحن التكريب إيداع الرسائل الخفية رسائل الجامعات مؤشر الأنتاج السعودي سياسة وأدلة الاستخدام أداة استيعاب البوابة

مركز المصادر الحرة قواعد المعلومات الأجنبية الكتب الإلكترونية الرسائل الجامعية الأرشيف التصنيف الموضوعي قواعد المعلومات التجريبية

نجاح عملية الدخول

PM 12:55 11/06/2019



VISION رؤية

2030

المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA

Libraries Use Manual