جامعة دار العلوم
Dar Al Uloom University
لعلومٍ تواكب العصر

CENTRAL LIBRARY MANUAL
DAR AL ULOOM UNIVERSITY

Content

Speech of the General Supervisor of Libraries

The library system at Dar Al Uloom University seeks to be a center for providing advanced information services that meet Educational, research and academic activities needs for all university staff, including faculty members and postgraduate students and UPP students .The central library sources information in its various forms, printed and electronic   facilitates   and improves mechanisms for accessing these resources and making them available in order to raise the efficiency and quality of the educational and research process at the university. The library administration is keen to cover all branches of human knowledge focusing on   disciplines that are taught in the university's colleges. Emphasizing the active role of the university in extending its services, libraries work to make their services available to beneficiaries from outside the university in accordance with the rules and regulations applicable.

The university believes in the importance of keeping pace with technical developments in the field of information resources and their importance to the educational process ; therefore, the university has recently allowed its employees to participate in a number of specialized electronic databases to ensure the provision of information services at the best possible level.

 We   are   pleased   to   receive   your   suggestions   and   inquiries (central.library@du.edu.sa) or through use the electronic link (ask the librarian) available on the website of the Central Library. This, no doubt, contributes to developing the capabilities of libraries to support the educational and research process at the university.

Mr. Hossam Al-Sheikh
General supervisor of libraries and information resources
Tel: 00966114949159
Fax: 00966114949491
E-mail: helshikh@dau.edu.sa

Vision - Mission - Values - Objectives

❖ **Vision**:
Excellence among academic libraries to build an interactive knowledge environment.

❖ **Mission**:
To be an essential source for providing all forms of information sources and related information services in order to support the learning and scientific research processes of the academic community.

❖ **Value**:
1. Users of the Central Library are the focus of attention.
2. Commitment to quality standards in providing information services to university employees.
3. Commitment to copyright and intellectual property.
4. Fair interaction with all library users without discrimination.
5. Respect confidentiality and privacy of library users.
6. Providing a supporting environment for innovation, creativity and continuous development.
7. Periodic communication with library users and involving them in the development of services and sources of information.
8. Commitment to the institutional system of the university and to contribute to building a knowledge society.

❖ **Objectives**:
1. Supporting the educational process and scientific research at the university by providing advanced information services.
2. Applying international quality standards for libraries to develop university libraries and information resources.
3. Constant endeavors for activating mutual scientific and training agreements with local and international central libraries in universities and information centers.
4. Developing properties of books in all disciplines in a balanced manner.
5. Organizing information sources according to the latest technologies and international standards.
6. Continuous development of library and information specialists and librarians.

An Overview About the Central Library

The central library and its branches   at Dar Al Uloom University are keen to provide information services as well as to provide information sources of various types to support and meet the information needs of employees in different scientific and professional categories. The central library also seeks to extend its services to the local community to achieve   its strategic plan. In addition, the central library participates in local and international events such as conferences and book fairs.

The central library has collections of printed books and references, available in both Arabic and English. These collections cover all branches of human knowledge, with a focus on subject disciplines taught at the university, such as business administration, law, engineering, architecture, digital design, medical sciences, and other disciplines. These collections have been organized according to the Dewey Decimal Classification (DDC) 22nd Edition plan, in addition to using the Anglo American Cataloging Rules AACR2 in the bibliographic preparation processes.

The central library has basic office furniture and equipment, which would provide a good environment conducive to research, reading, and benefiting from information services and sources. The central library has individual and collective reading and computers so that library users can enjoy internet service, as well as access to the KOHA computerized office system used in libraries. Users can also use search engine to search for titles of books and references to be viewed. Computers can also be used to access subscriptions to electronic databases as well as browsing the university's electronic portal, which includes many web pages related to the educational system at the university. The wireless network service is available as well.

Library Location and Working Hours

The central library is located in the male students' section on the second floor, at the top, with an area of 1,000 square meters. This is a distinguished location because it is located close to the classrooms which facilitates the access of all university employees, including faculty members, researchers, and students. The secondary library is located in the female students' section on the first floor, with an area of 413 square meters.

Working hours: Sunday - Thursday 08.00 am – 04.00 pm in the males' section
Working hours: Sunday - Thursday 7:30 am - 3:30 pm in the female section.
The Central Library Directory:

Name	Post	Tel	Email
Mr. Hussam Alshekh	General Supervisor	0114949159	helshikh@dau.eda.sa
Mr. Ahmad Alnaffesa	Librarian	0114949116	a.binnafisah@ dau.edu.sa
Ms Ghada Almansouf	Librarian	0114949121	Gh.almansof@dau.edu.sa
Ms Najlaa Alotaibi	Librarian	0114949133	najla@dau.edu.sa

The central Library:
Tel: 0114949116
Email: central.library@dau.edu.sa
Secondary Library (Female Section):
Phone:0114949133
Email: central.library@dau.edu.sa

Organizational Chart

Central Library General Supervisor

Coordinator of the Secondary Library (**Female Section**)

Coordinator of the Central Library (**Male Section**)

Borrowing and Beneficiary Services Department

Borrowing and Beneficiary Services Department

Department of Bibliographic Preparation and Property Development

Department of Bibliographic Preparation and Property Development

IT Department
Central Library Website
Digital Library (Database Subscriptions)
Digital Store
Automatic Library System

Duties &Responsibilities of the library staff

❖ **Duties of the General Supervisor of Libraries:**

1. Technical supervision of the library system at the university and monitoring its performance.
2. Preparing action plan and the proposed annual budget in accordance with the strategic plan of the university and working to implement it after its approval.
3. Work on developing and updating library activities, technical guides and administrative procedures in accordance with international standards for libraries and information institutions issued by international bodies.
4. Administratively supervising library staff and working to determine the needs of libraries in terms of human and material resources and follow up on securing and providing them.
5. Preparing periodic and annual reports on the activities of the library system at the university and submitting them to the university's senior management.
6. Membership of committees held to study issues related to library activities and information technologies, and to express opinions and technical advice on them.
7. Cooperating, coordinating, and communicating with the corresponding university libraries in the field of libraries and information, and discussing ways of cooperation and exchanging technical expertise with them.
8. Contribute to the preparation of job technical performance evaluation reports for library specialists, as well as identifying their training needs.
9. Following up on scientific and technical developments in the field of libraries and information, and attending scientific conferences and events.
10. Carrying out any other tasks assigned to him by his direct supervisor and within the scope of his work.

❖ **Duties of the Library Coordinator:**

1. Monitor the implementation of the tasks assigned to the library departments.
2. Preparing reports of the library's achievements and work and submitting them to the general supervisor of libraries.
3. Distributing work and tasks to the librarian and supervising their implementation.
4. Contribute to the process of evaluating the performance of librarians.
5. Submit development proposals to improve the level of information services provided to university employees.
6. Carrying out any other tasks assigned to him by the General Supervisor of Libraries and within the scope of his work.

❖ **Duties of the External Borrowing and Beneficiary Services Section:**

1. Recording beneficiaries' data in the automated office system and updating it continuously.
2. Facilitating viewing, reading and research procedures within the library halls.
3. External borrowing of information materials to beneficiaries.
4. Renewing the term of borrowed materials whose period has expired through the Borrowing sub-system of the automated office system or through other means of communication in the library such as phone, e-mail.
5. Reserving some information materials when they are returned to the library for some beneficiaries due to their need for them.
6. Follow-up on delayed materials and remind borrowers of this through direct and indirect means of communication.
7. Implementation and follow-up of mutual borrowing procedures between the library and other libraries with which agreements have been concluded.
8. Preparing statistics for the borrowing department, such as: the total number of external borrowings, the number of information materials that are overdue, the total number of library visitors and their categories ... etc.
9. Implementation of clearance procedures for borrowed materials from the library for faculty members, students and university employees.
10. Answering questions and inquiries of beneficiaries over the phone or through a direct visit to the library.
11. Providing ongoing briefing services, advertising and publicity for information services, new information materials and database subscriptions.
12. Providing reference services to beneficiaries by helping them search for information and information materials supporting their studies and research in printed and electronic reference collections held in libraries and through specialized websites.
13. Introducing students to the library and all its facilities and information services provided, as well as introducing them to the applicable rules and regulations.

❖ **Duties of the Bibliographic Preparation and Property Development Department:**

1. Technical processing of all sources of information held in libraries, namely: classification, descriptive indexing, subject indexing, and entering bibliographic records into the automated book system, in addition to other related tasks such as: placing book labels, placing FRID security system marks, and shelving .....etc.
2. Follow up on the updates of the MARC21 standard, as well as bibliographic and authority work practices and their application to the database of bibliographic records in the libraries of Dar Al Uloom University.
3. Preparing automated indexes based on the automated office system used in libraries.
4. Carrying out training tasks on the automated office system for faculty members, researchers, postgraduate students and undergraduate students, in addition to training male and female students of library and information department from other universities.
5. Preparing statistics related to the total bibliographic records of the collections acquired according to substantive, linguistic, temporal and other divisions.
6. Providing selection tools from the bibliographic lists of publications issued by publishers and distributing them to faculty members and other researchers to select and suggest titles that support academic programs and scientific research processes at the university.
7. Collecting all proposals for titles received from faculty members and other researchers, whether directly or through the means of communication in the library, and including them in the purchase list.
8. Reviewing the proposed title lists before initiating the purchase process to avoid repetition.
9. Receiving information materials that come to libraries through purchases, donations, or exchange, and registering them in the automated library system.
10. Periodic evaluation of acquired information materials and preparation of exclusion list and justifications for it.
11. Preparing statistics related to information materials provided to libraries.

❖ **Duties of the Library IT Department:**

1. Managing and updating the data of the central library and its secondary libraries through the university's website and the electronic portal
2. Managing the automated office system used in libraries.
3. Creation of usernames and passwords and defining authorities through the automated library system for librarians and beneficiaries.
4. Coordination and follow-up with the Information Technology Department at the university to receive technical support for technical matters.
5. Solving of technical problems related to computers in libraries and the internal network.
6. Monitoring the activation of subscriptions to electronic databases and propose new subscriptions.
7. Communication with electronic information service providers and making sure that they work well.
8. Training faculty members, researchers and students on search and retrieval skills in electronic databases, as well as using the automated office system.
9. Establishing and designing the digital store of the intellectual production of faculty members and researchers at the university and making it available through the website and the university's electronic portal.
10. Preparing reports related to the department and submitting them to the library management.

Library services

❖ **The central library provides a number of information services as follows:**

1. Internal usage, external lending, and collaborative lending with other libraries.
2. Searching in specialized electronic databases.
3. Using the Internet and the internal network for scientific research purposes.
4. Responding to questions and inquiries of beneficiaries and bibliographic guidance.
5. Reference services.
6. Electronic search in the library collections.
7. Reservation of information databases.
8. Introducing beneficiaries to the library and training them on using the digital library.
9. Photography.

Electronic database search services

The Central Library provides employees of Dar Al Uloom University with subscription to a number of academic electronic databases from the most famous electronic information resource suppliers, which is EBSCO; Where faculty members, researchers, graduate students, and undergraduate students can access the full texts of many scientific articles that cover all academic disciplines and study programs at the university, and access to this digital library takes place through the username and password of each member of the university.

❖ **General Merits of EBSCO database subscriptions at Dar Al Uloom University:**

1. The total number of databases that have been subscribed to is (11) databases covering all scientific disciplines and study programs at the university.
2. The total number of full-text periodicals is more than (22,630) periodicals, including a total of (4,000) peer-reviewed periodicals, in addition to the availability of (520) e-books and more than (63,000) images, in addition to the availability of several thousand scientific journals. and its extracts when conducting search and retrieval operations.
3. Only (1) database is available in Arabic, while the rest of the databases are all in English.

❖ **List of databases:**

Regional Business News
This database provides comprehensive full text coverage for regional business publications. Regional Business News incorporates coverage of more than 80 regional business publications covering all metropolitan and rural areas within the United States. Click here for a complete title list. Click here for more info.

Dentistry & Oral Sciences Source
Dentistry & Oral Science Source covers all facets relating to the areas of dentistry including dental public health, endodontics, facial pain & surgery, odontology, oral & maxillofacial pathology/surgery/radiology, orthodontology, pediatric dentistry, periodontology, and prosthodontics. The database is updated weekly on EBSCOhost.

eBook Collection (EBSCOhost)
Search and view the full text of eBooks.

Art & Architecture Complete
Art & Architecture Complete provides full-text coverage of 380 periodicals and more than 220 books. In addition, this database offers cover-to-cover indexing and abstracts for more than 780 academic journals, magazines and trade publications, as well as for over 230 books. Art & Architecture Complete also provides selective coverage for 70 additional publications and an Image Collection of over 63,000 images provided by Picture Desk and others.

Legal Source
Legal Source is an excellent resource for attorneys, educators, business people, law librarians, and others involved with the law. Providing full-text coverage of the world's most respected scholarly law journals, Legal Source is the authoritative source for information on current issues, studies and trends in the legal world. The collection includes over 1,200 full-text journals and over 2.5 million records, including book reviews and case citations. Legal Source offers information centered on the discipline of law and legal topics such as criminal justice, international law, federal law, organized crime, medical law, labor & human resource law, ethics, the environment.

Academic Search Complete

Academic Search Complete is the world's most valuable and comprehensive scholarly, multi-disciplinary full-text database, with more than 8,500 full-text periodicals, including more than 7,300 peer-reviewed journals. In addition to full text, this database offers indexing and abstracts for more than 12,500 journals and a total of more than 13,200 publications including monographs, reports, conference proceedings, etc. The database features PDF content going back as far as 1887, with the majority of full text titles in native (searchable) PDF format. Searchable cited references are provided for more than 1,400 journals.

Arab World Research Source

Arab World Research Source is a dedicated resource of scholarly journals, quality magazines, trade publications, industry profiles, country reports, market research reports and conference papers related to the Arab World. This resource reaches across all major subject disciplines, including business, economics, science, technology, humanities and sociology. The database contains more than 140 scholarly full text titles, with the majority of the journals featuring Arabic full text.

Business Source Complete

Business Source Complete is the world's definitive scholarly business database, providing the leading collection of bibliographic and full text content. As part of the comprehensive coverage offered by this database, indexing and abstracts for the most important scholarly business journals back as far as 1886 are included. In addition, searchable cited references are provided for more than 1,300 journals.

ERIC

ERIC, the Education Resource Information Center, provides access to education literature and resources. The database contains more than 1.3 million records and provides access to information from journals included in the Current Index of Journals in Education and Resources in Education Index.

Green FILE

Green FILE offers well-researched information covering all aspects of human impact to the environment. Its collection of scholarly, government and general-interest titles includes content on global warming, green building, pollution, sustainable agriculture, renewable energy, recycling, and more. The database provides indexing and abstracts for more than 384,000 records, as well as Open Access full text for more than 4,700 records.

Library, Information Science & Technology Abstracts

Library, Information Science & Technology Abstracts (LISTA) indexes more than 560 core journals, nearly 50 priority journals, and nearly 125 selective journals; plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, information management and more. Coverage in the database extends back as far as the mid-1960s.

MEDLINE Complete

MEDLINE Complete provides authoritative medical information on medicine, nursing, dentistry, veterinary medicine, the health care system, pre-clinical sciences, and much more. MEDLINE Complete uses MeSH (Medical Subject Headings) indexing with tree, tree hierarchy, subheadings and explosion capabilities to search citations from over 5,400 current biomedical journals. MEDLINE
Complete is also the world's most comprehensive source of full text for medical journals, providing full text for over 1,800 journals indexed in MEDLINE. Of those, more than 1,700 have cover-to-cover indexing in MEDLINE, and of those, over 900 are not found with full text in any version of Academic Search, Health Source or Biomedical Reference Collection. This wide-ranging file contains full text for many of the most used journals in the MEDLINE index - with no embargo. With coverage dating back to 1857 and full-text back to 1865, MEDLINE Complete is the definitive research tool for medical literature.

eBook Arabic Collection (EBSCOhost)

Search and view the full text of eBooks.

General Rules for Using the Library

1. Library users should register their names in the visitation logbook at the time of their attendance.
2. Observe calmness inside the library and lower your voice when having discussions with colleagues.
3. It is forbidden for library users to bring food and drink to preserve collections of books, references and all library equipment.
4. Leaving books, references and periodicals on tables after reading them.
5. It is not allowed to use the library's computers for non-study purposes. It is also not allowed to install programs for personal purposes or changing the hardware settings.
6. Beneficiaries of the library are fully responsible for all their belongings and personal properties.
7. Mobile phones should be set to the silent mode, taking into account not to talk on the mobile phone inside the library.
8. users are requested to maintain the library furniture and not change its positions, and return the seats to their places after use.
9. Informing the library specialist at the reception desk of any changes to the personal and contact information of the beneficiaries.
10. Maintaining the cleanliness of the library and the reading room, and not throwing paper waste on the floor or leaving it on the reading tables.
11. The library management has the right to amend the necessary rules in accordance with the changes and requirements.
12. It is forbidden to use the camera feature in filming scientific theses or the sound microscope with mobile devices.

External Borrowing Policy

❖ **Categories allowed to borrow books:**
1. Teaching staff.
2. Demonstrators and postgraduate students.
3. University students.
4. University employees.
5. External university libraries in the Kingdom based on cooperation agreements concluded with those libraries and procedures organizing borrowing.

❖ **Sources of information allowed to be borrowed :**
All sources of information of all types, including collections of books and printed references, are subject to the borrow system, with the exception of the following specific categories :
1. Master's and PhD theses
2. Sources of reference information such as encyclopedias, language dictionaries and the like.
3. Arab and foreign periodicals.
4. Books with one copy are allowed to be borrowed and returned on the same day with an ID or university card.
5. Reserved books.

❖ **External Borrowing Duration:**

Beneficiary Category	Number of books allowed to be borrowed	Duration	Renewal
Teaching staff.	3	Two weeks	One similar period
Demonstrators and postgraduate students.	5	Two weeks	
University students.	2	One week	
University employees.	2	One week	

❖ Renewal of Borrowing Duration:

1. The borrower must have a valid university card to benefit from the borrowing services.
2. The borrowing is renewed; Either by submitting the book to the library specialist in charge of lending, or by using the lending sub-system through the automated library system, or by sending an e-mail to the library's mail centra.library@dau.edu.sa.
3. Beneficiaries have the right to renew borrowing of books for one similar period.
4. Beneficiaries have the right to renew the borrowing of books, provided that the books to be borrowed again are not reserved by another beneficiary.
5. It is not allowed to transfer the book borrowing to another person except after bringing the book to the library and fix the returns on the automated library system.
6. The beneficiary is obligated to return the book at the request of the library, even if the borrowing period does not end within a maximum period of one week from his notification. This is in cases of annual inventory or if there is an urgent and necessary need.
7. Non-regular or part-time faculty members should bring proof from the relevant dean of the college stating that the member is still working at the university, and the dean of the college is charged with returning the borrowed books in the event that the term of the faculty member's work at the university ends.
8. The borrower is responsible for returning the borrowed materials at the time specified for return, and at the end of each semester, the library, represented by the Lending Department, notifies faculty members and all borrowers via (SMS), e-mail, or through the widespread television screens throughout the university, in order to urge and encourage them to return the borrowed materials in a timely manner, and to alert the borrowers of the accumulation of delay amounts on them.

❖ Reserved Library Materials:

1. The beneficiary has the right to request the reservation of collections of books and references in the reserved bookshelf for the purposes of study, education and the use of the students in the library.
2. The beneficiary has the right to request the reservation of a book or a group of books for students to use within the university.
3. The person in charge of the borrowing department has the right to reserve a book or a group of books that are frequently requested to be viewed.
4. The beneficiary can view the reserved books throughout the library.

❖ **Collaborative borrowing:**
1. The borrowing is made for books of which two or more copies are available.
2. It is allowed to borrow a maximum of (5) books at a time.
3. It is not allowed to borrow books reserved or requested by beneficiaries at the university.
4. The borrowing period is (11) days.
5. The borrowing library is responsible for and beneficiary of the borrowing operations.

❖ **Beneficiaries from outside the university:**
In accordance with the objectives of the university to serve the Saudi local community, based on cooperation agreements and exchange of services with the deanships of central library affairs in public and private universities, individuals who belong to these universities and who meet the conditions have the right to use the library for the purposes of viewing and research by applying to the library management to obtain membership cards that are valid for one year. A Gregorian year and renewable for a fee of (500 riyals) and a refundable insurance of (500 riyals) if the renewal is not desired. The general supervisor of libraries may, with the authorization of the vice rector of the university, grant the right of external borrowing to researchers from outside the university who meet the conditions.

❖ **Clearances:**
1. The student must obtain a clearance from the central library or from the secondary library upon graduation, temporary withdrawal, leaving the study permanently, or in cases of dismissal from the university.
2. Faculty members and lecturers, teaching assistants, and university employees are required to obtain a clearance from the central library or from the secondary library, upon resignation, retirement, transfer to another entity, or annual official vacations.
3. The Deanship of Admission and Registration is responsible for verifying the clearance of the party before handing over the graduation document, temporary withdrawal, or any of the above-mentioned cases to the student. For faculties, the HR department is responsible for such clearances.

❖ Fines and penalties:

1. The delay in returning the borrowed materials shall result in a delay fine (1) one Saudi riyal for each day of delay, up to a maximum of ninety days.
2. If the borrowing period exceeds ninety days, a fine of (15) Saudi riyals will be charged for each month of delay for a period of one year.
3. If the delay period exceeds one year, the book is considered lost, and the beneficiary pays double the price of the book.
4. Beneficiaries are not allowed to borrow books unless the books they borrowed are returned.
5. No beneficiary has the right to borrow the identification card of another beneficiary, and in the event that this happens, the owner and holder of the card are deprived of borrowing for a week, and if this is repeated, then the borrowing is denied for a full semester.
6. The beneficiary who tries to take out a book or any library material without performing the required procedures, is referred to the Libraries General Supervisor to take the necessary measures . A report is submitted to the higher management of the university or the authority responsible for it to take the necessary disciplinary measures, in addition to depriving him of External borrowing.
7. In the event of the loss of a book or any other library material, the borrower must inform the library immediately upon his/her knowledge of that, and he / she has the choice between two things:

➤ Either to replace the library with another copy of the same book; whether the same edition or the most recent edition within two weeks of the communication.

➤ Or to pay the value of the book or material estimated at the time of the communication, plus an amount of (10) Saudi riyals for the costs of repurchasing, indexing, classifying, and entering it into the automated desktop system.

8. The Libraries General Supervisor has the right to temporarily prevent some borrowers from external borrowing in the following cases:

➤ Repeated failure to return the borrowed materials after the end of their borrowing period.

➤ The borrower's failure to respond to a request to return the borrowed material or library materials.

➤ Failure to pay the delay fine or compensation for the loss of the borrowed item.

9. The general supervisor of libraries may, with the authorization of the Vice rector of the University, cancel the fine in cases where there is an acceptable excuse, such as health reasons, being on an official mission outside the Kingdom, or any other reason that may be considered acceptable.

Property Development Policy

❖ **Concept:**

The main objective of the general policy for the development of the properties of the central library at Dar Al Uloom University is to clarify the general steps and guidelines for the technical operations related to them, which are represented in operations; selection, provisioning, and evaluation as well as collection maintenance operations. This policy represents a guiding planning tool for all library specialists, especially those working in the Property Development Department, as they can refer to in the event of carrying out possible future supply operations for collections of books, references, printed and electronic periodicals, and other information containers, which is a guarantee for the continuity of development of library collections according to a fixed plan that does not change with the change of the library specialist.

❖ **Means of Developing Properties:**

Funding is one of the most important problems that positively or negatively affect the development of properties in libraries. Therefore, a fixed annual financial budget should be available for the development of library collections in university libraries so that libraries can meet the information needs of all faculty members, postgraduate students, and undergraduate students. Besides, other funding sources should be found, such as financial donations, book collections, or allocating part of the tuition fees paid by students at the beginning of the academic year.

There are many sources of selection for library collections, the most important of which are:

1. Proposals of faculty members, researchers and postgraduate students.
2. Visiting international and local book fairs.
3. View the latest bibliography lists of publishers.
4. Examination of electronic catalogs of other university libraries.

❖ **Participation of faculty members and researchers through providing their intellectual production to the library:**

This source, can provide collections of studies, research, books, and other types of intellectual production for faculty members working at the university, of which paper copies may not be available. Thus, the library system is enriched with valuable and academic library collections at the same time. This resource represents the first step towards establishing a digital store and making it available through the website and the electronic portal for the university's employees, researchers and scholars, and the university's senior management should circulate a decision urging and encouraging faculty members to make their intellectual production available to researchers and postgraduate students from inside and outside the university in accordance with the known publishing controls.

❖ **Collaborative exchange with corresponding libraries:**

This process takes place based on the agreements signed by the central library administration and authorized by the senior management of Dar Al Uloom University with other deanships of library affairs and central libraries in Saudi universities. These agreements may also extend with some public libraries or the national library in the Kingdom, and there are no financial transactions in these technical process. Library collections - which the library does not need - are exchanged with other libraries. Collections that are exchanged are:
1. Theses.
2. University publications.
3. Duplicate and dispensed copies.
4. Publications of the same library of guides and instructions.
5. Publications of academic departments in university colleges.

❖ **Donations(Gifts):**

Donations are the main sources for the development of library properties at Dar Al Uloom University. The central library receives a variety of books from individuals, organizations, and institutions. These represent a good addition to the current publications. The library policy at Dar Al Uloom University in accepting donations is determined as follows:
1. The topics of the donated groups should be in one of the scientific disciplines that are taught at the university or cover scientific topics in an academic manner.
2. The condition of the books is good and usable.
3. Not inconsistent with the customs, values and traditions of the Saudi society.
4. Contains up to date information.
5. Acceptance without conditions from the person who made the gifts.

General Guidelines for Selection

A number of guiding standards serve as a guide for those in charge of selecting the proposed groups of books, references, and periodicals. There appears to be a need to establish these general guidelines due to the limited budget for provision, and at the same time, care must be taken to select information containers that meet the information needs of the university employees from among the members , teaching staff, researchers and postgraduate students, in addition to supporting undergraduate study programs at Dar Al Uloom University.

1. The collections are provided mainly in Arabic and English as the program is available in these two languages at the university.
2. Supply operations include both printed and electronic materials.

General criteria when selecting suggested titles for information containers:

- The proposed titles are related to the curricula taught at the university.
- The novelty of the information contained in the information container, especially in the field of pure and applied sciences.
- Reviews and opinions on the proposed title in some reliable bibliographic sources.

❖ **Collection Maintenance and Evaluation Policy:**
❑ **Evaluation of library collections:**

Within the framework of ensuring the continuity of the quality of the acquired library collections, the college conducts an annual evaluation of its collections and usage indicators, as well as studying the numerical, objective, temporal and linguistic features of the collections and knowing their strengths and weaknesses. This is definitely useful when making purchases for the proposed titles.

❏ **Filtering Library materials:**

This process includes the exclusion of some information materials that are no longer usable and constitute a burden on the library shelves. This process is mainly performed through the annual inventory of the library's collections.

Factors for excluding materials from the property development policy in the central library at Dar Al Uloom University :

1. Pure and applied science disciplines.
2. Poor physical condition of the information container.
3. Scarcity of use by beneficiaries.
4. Providing space on the shelves for the new library collections.
5. Redundancy.
6. Exclude the numbers of periodicals every three months.
7. Contradict the customs and traditions of society.

These books are excluded after forming a committee of faculty members to evaluate the remaining books.

❏ **Maintenance of Library collections:**

This process includes all procedures related to maintaining the properties and keeping them in good condition for use by the beneficiaries. The maintenance operations used in the library system at Dar Al Uloom University include:

1. Re covering of some properties of books and references whose covers have been worn out or torn and still retain their scientific value and are well used by the library beneficiaries.
2. Good shelving of collections of books and references, and making sure to use some tools such as bookends; to keep books on the shelves vertically, which preserves them and keeps them in good condition as long as possible.
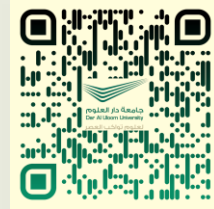
Rules &Regulations for using computers, internet services and the internal network

Seeking to activate and support scientific research and study programs at Dar Al Uloom University, the Central Library provides search services on the Internet and electronic information bases according to a number of rules as follows:

1. Not to access sites that violate customs, traditions and Islamic values.
2. Library PCs should be used within the framework of educational and research purposes.
3. Maintaining computers and all their accessories in the central library and its secondary libraries.
4. Maintaining the confidentiality of the login data (username and password) of the e-mail and the electronic portal.
5. Not to change operating system settings or install software for personal purposes.
6. Not using computers and the internal network to publish offensive information or materials.
7. The library is not responsible for the loss of data for users of computers.
8. Violators of these instructions will be deprived of the advantages of using computers and the internal network in the library.
9. A report will be submitted to Student Affairs department regarding those who violate the above mentioned rules for necessary action.

جامعة دار العلوم
Dar Al Uloom University
لعلومٍ تواكب العصر