Policy Code	Policy Name	
DAU- 6-1	**Library Policy**	

Responsible Executive	Current Revision Date	Next Revision Date
-Learning Resources and Libraries Center - Learning Sources Committee (LSC) at colleges levels	10/ 2023	10/ 2027

1. Policy Purpose

This policy defines the rules guiding the management of DAU's Central Library. It clarifies how DAU supports the library by adding new resources and materials and by providing diverse access to different information resources published elsewhere, DAU seeks to make the library resources available to all DAU's Stakeholders by using different methods (hard or soft copies).

2. Policy Scope

This policy organizes the work of the Central Library to provide appropriate services to students, academics and staff in addition to the local community.

3. Policy Statement

DAU supports its library by adding new resources and materials and by providing diverse access to different information resources published elsewhere, DAU seeks to make the library resources available to all DAU's Stakeholders by using different methods (hard or soft copies). Also, DAU ensures that the Central Library provides the appropriate services to students, academics and staff in addition to the local community.

4. Policy Procedures

The Library Policy covers the following Topics:
- Library Working Principles.
- Library Budget.
- Library Information Resources
- Circulation Guidance and Photography Services.
- Library Security System.
- Recommendations and permissions to purchase library resources.
- Access to library resources.
- Retention, cancellation, and disposal.
- Library working hours.

Library Working Principles

DAU Library' Resources development policy consists of the following key principles:
- Effective mechanisms are applied to ensure the appropriate quantitative and qualitative provision of library contents and related services, based on the needs of programs and all beneficiaries, and make them available at sufficient and appropriate times.
- All learning materials (textbooks and references) and information resources purchased from the Information Resource Budget are selected by the Colleges in coordination with the library working closely with academic colleagues in their colleges.
- The library holds workshops for students, faculty members and all DAU's community members on how to use and how to benefit from the library's resources.

- Effective mechanisms are applied to evaluate learning resources, library services, facilities, and equipment on an ongoing basis, and are developed and updated periodically based on feedback from beneficiaries and program needs.
- The required electronic resources are available on the Internet to meet the needs of learning, teaching, research, and access to them in an easy and permanent way.
- Library materials evaluation, stocktaking, withdrawal, and disposal of stock will be carried out on a regular basis in consultation with the Learning Sources Committee in Colleges.
- DAU's library cooperates with other information providers (electronic information sources) to access learning and research information resources available for distance learning.

Library Budget

The library follows the criteria for determining the budget set by DAU considering the following:
- The library manager prepares, justifies, and manages the library budget appropriate to the library's goals and presents it to the Finance Department.
- Plan the budget to meet the expectations of library users and balance it with other institutional needs.
- The library uses its financial resources efficiently and effectively.
- The budget supports the needs of academic programs in terms of books and references for learning and scientific research.
- Allocations have been worked out for each Department and college based on the normal percentage increase for journal expenditure and one-year average spend -including spending on books.
- Although allocations have been made for journals, this funding is ring fenced and thus subject advisors will be working with academic colleagues to select and recommend for books' purchasing.
- The allocations can be used to purchase books and journal subscriptions.

Library Information Resources

- DAU's Library purchases the resources necessary to be available within the library, including books, references, and periodicals that support the process of learning and scientific research, and provides them within the library as resources for students, staff, faculty members, and the local community.
- Books, references and periodicals in Arabic and English are used as educational resources in business administration, architecture, digital design, law, dentistry, medicine, surgery, and nursing.
- Books are shelved using the Library of Congress cataloging system.
- Scientific journals are arranged alphabetically in the presentation area.
- Library staff are available to assist students, faculty members, or other individuals or groups in using the library and its resources effectively.
- The collections include both primary and secondary sources of different types (books, periodicals, official publications, pamphlets, theses, datasets, works of art etc.) and in diverse formats (print, digital, computer software, microforms, audio-visual etc.).
- Digital resources (born-digital or digitized) include the following:
  - Subscription-based resources (e.g., electronic journals) and purchased items (e.g. electronic books, CD-ROMs)
  - Material locally created and deposited in the University's digital institutional repositories: e.g., e-prints (research papers etc.), e-theses, past exam papers and e-learning materials.
  - Material freely accessible on the Web selected for inclusion in the University's e-Library.
- Moreover, DAU Faculty Members and students have access to the Saudi Digital Library (SDL).

Circulation Guidance and Photography Services

- The circulation desk is responsible for all transactions related to borrowing and returning books and periodicals, placing materials on reserve, recalling borrowed material, and assessing fines in case of destruction of any library resources.
- Faculty members borrow 20 books per semester.

- Postgraduate students borrow 15 books per semester; undergraduate students borrow 10 books per three weeks renewable for another three weeks.
- Administrative staff borrow 5 books per 3 weeks renewable for another 3 weeks.
- Renewals can be done over the phone, online or in person.
- Library Staff offer assistance and instruction in the use of the library's resources.
- Readers with inquiries are advised to consult reference desk staff who are available during the library opening hours. They can contact in person or by calling or e-mailing the library personnel for necessary assistance.
- DAU's library provides photocopying services that are governed by Intellectual Property Law Regulations for print materials to all library users.

Library Security System

DAU's library is equipped with a security system. An electronic Radio Frequency Identification (RFID) security system is in use to prevent the loss of library books and materials. If an item is taken out of the library without being properly lent, the exit gate will lock, and an audible alarm will be triggered. In this insistence, the patron is forced to go back to the circulation desk for proper check out.

Recommendations and permissions to purchase library resources

- The representatives of the Learning Sources Committee (LSC) in the colleges make recommendations to purchase books and references and subscribe to digital resources according to the needs of the academic programs in the College.
- Copies of these books and references are provided properly with the number of students in the academic program, so that they do not exceed four copies to ensure the provision of all required books and references.
- The purchase list is submitted by the Head of the department to the Dean of the College for approval.
- The Dean of the College sends the list of references and the number of copies to the central library.
- The Central Library, in cooperation with the Finance Department, provides books and references and indexes them within the library.
- The purchase of printed and digital information resources is managed by the University Library, whether the resources are purchased from the information resources budget or from the Colleges budget.
- Library and Information resource suppliers are selected through the university's procurement system, regulations, and procedures.

When selecting physical information sources, the following criteria are considered:
- Importance/relevance to the curriculum.
- Stakeholder's needs, including requirements of special populations.
- College recommendations.
- Reputation and /or significance of the author.
- Value/cost/quality.
- Date of publication.
- Publisher's reputation.
- Authoritativeness and accuracy.
- Appropriateness of format.
- Physical space requirements.
- Maintenance costs.

When selecting Online information sources, the following criteria are considered:
- Value/Cost/Quality.
- Usability and ease of access.
- Licensing requirements.

- Extent of coverage.
- Data capture ability (print, email, download).
- Importance of the resource to the academic discipline(s) and the level of expected use.
- Comprehensiveness, durability, and accuracy of the database.
- Long-term viability of resources for preservation purposes.
- Accessibility of the resource under present copyright laws and licensing agreements.
- Ability to provide off-campus access through IP recognition.

Access to library resources
- The indexing of all information resources is managed centrally by the University Library.
- KOHA (open-source integrated library system) is available to the public 24/7 via the university website and student portals for access to library resources.
- Remote access to licensed electronic resources such as the Saudi Digital Library is for all members of the university 24/7 and is obtained through an electronic authentication system that is centrally operated by IT services at DAU.
- Material sources of information are kept on open shelves, freely accessible to all members of the University during business hours.
- Library guides and training in the skills of using information resources and other types of support are provided by the general services of the university library to enable users to benefit from them.

Retention, cancellation, and disposal
- The current trend of libraries is to focus on increasing the availability of electronic resources and to focus on creating more places for learning and research work. This trend is based on the following:
- Purchase information resources in electronic rather than printed formats wherever possible.
- Follow a disposal policy - rather than storage - to dispose of all printed and other physical resources that have been replaced by reliably archived electronic resources as well as all printed and other physical materials that no longer meet the teaching and research needs of the University.

Criteria for selecting sources of information to be disposed of, including the following:
- Books, printed magazines, and other material items that are no longer relevant to the current and future teaching and research needs of the university.
- Hard copy of high usage e-journals and ensuring permanent access arrangements for those e-journals with publishers.
- Hard copy of low-use magazines.
- Single and duplicate copies of old and canceled texts, including textbooks and reference sources, unless it is of historical value that requires preservation.
- Information sources are little used or in poor physical condition.
- Stock can be disposed of by transferring to another community library.
- Inventory can also be disposed of by sale, gift, or disposal.
- Information sources considered to be withdrawn will be evaluated by learning resource officials in the colleges after consultation with academic programs and scientific research committees in terms of their long-term historical value before making any further decision regarding their future.

Criteria for selecting items for relegation to store include the following:
- Books of little use and other important physical items for which there is no available shelving space in the library.
- Information sources that are not part of the DAU Library's information resources but must be kept (such as university theses; old manuals).
- Single copies of old and canceled texts, including textbooks and reference sources, which have historical value.

- Books, printed magazines, and other physical items that are no longer relevant to the current and future teaching and research needs of the University but must be preserved for their historical value.

5. Related Policies/ Documents/ Forms

NA

6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1st issue of the Policy
2	10/2023	comprehensive change in the policy and the procedures, and the digital library is added, and the Saudi digital library (SDL) access is added.