



QASSIM Engineering College

Libraries Manual

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University Libraries

Introduction

Libraries are a major source of information resources used in the process of teaching and learning. 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, ...) are intended to be used by all the University Colleges as learning resources. In addition to these materials, devices such as (computers, self-lending devices, scanner devices ...) have been provided by the university libraries in order to meet the needs of the programs at the appropriate level. The University tried his best to ensure the availability of these resources over a sufficient time suitable for students. For Libraries good services, 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.

Qassim Engineering College has issued this manual to be a guide for its staff 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.

Information About the University Libraries

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 transferred to 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 knowledgeable 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

The Deanship Objectives may be summarized as follows:

- 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 :0163801517 – Extension: 1972 - fax: 0163801517 - 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:

Direct Phone :0163800050 – 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 Tasks 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 Dewey Decimal Classification System and 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:

Direct Phone :0163800050 – Extension: 1484- Email: theses@qu.edu.sa

University Libraries

University City in <u>Mulidaa</u>	
1	The central Library- main branch Mulidaa
2	The Library for the College of Education (Male) in Mulidaa
3	The Graduate Studies library (female) in Mulidaa
<u>Buraidah</u>	
4	Library for College of Sharia and Islamic Studies (Female)
5	Library of the College of Sciences and Literature (Female) (Literary departments)in Buridah
6	Library of the College of Sciences and Literature (Female) (Scientific Departments)in Buridah
7	Library of College of Designs and Home Economics in Buraidah
8	Buraidah Community College Library
9	Library of Medical Rehabilitation College in Buraidah
10	College of Education Library in the eastern in Buridah (Female students) Montazah area
11	Library of the College of Education in Iskan district in Buraidah (female students)
12	Library of the center of women cultural battles in Buraidah
<u>Unaizah</u>	
13	Unaizah Community College Library
14	Library of the College of Science and Arts Unaizah (female students)
15	Library of the College of Medicine and Applied Sciences Unaizah (students)
16	Library of the College of Medicine and Applied Sciences Unaizah (female students)
17	Library of the College of Arts, Unaizah and Pharmacy (Males)
<u>Al-Rass</u>	
18	College of Science and Arts Library (Male Students)
19	Library of College of Science and Arts in Al-Rass (female students) literary sections
20	Library of the College of Science and Arts in Rass (female students) scientific departments
21	College of Applied Health Sciences Library
22	Al-Rass College of Business Library (female students)

<u>Bakiriya</u>	
23	Library of College of Science and Arts Bakiriya
24	College of Public Health and Health Informatics Library
<u>Al-Maznab</u>	
25	College of Science and Arts Library
26	Library of the College of Arts in Al-Maznab (Students(
<u>Oklat El-Sokour</u>	
27	Library of the College of Science and Arts in the in Oklat el Sokour (students
28	Library of the College of Science and Arts in the in Oklat el Sokour (female students
<u>Badaeh</u>	
29	Library of the College of Arts in Badaeh
<u>Riyad el Hobaraa</u>	
30	Library of College of Arts, Riyadh, Riyad el Hobaraa
<u>Oyoon Algowaa</u>	
31	Library of Arts and Sciences in the Oyoon Algowaa
<u>Nabhaniyah</u>	
32	Library of the College of Arts, Nabhaniyah
<u>Dhiriya</u>	
33	Library of the College of Arts in Dhiriya
<u>AlAsyah</u>	
34	Library of Science and Arts in AlAsyah

Statistics

The engineering items up to the academic year 1442/1443

Content	Address	Subject/Manuscript
Books	3510	10530
Electronic Specialized Periodicals	4	
Multi-subject Periodicals	23	
Printed University Thesis	21	21
Video Films		
Total		

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 Injaz Administrative System.

Libraries Affairs Deanship Manuals

The Libraries Affairs Deanship has provided several manuals which illustrate and facilitate dealing with the libraries and making use of its services. These includes:

Serial	Manual Title
1	Unified Search Engine
2	Electronic Data base Search
3	Library Auto Index Search
4	Electronic Periodical Search
5	University Thesis Search
6	Electronic Scientific Article Search
7	Use of ISI Indexing
8	Use of Library 'Hesab' Service
9	Methods of Documenting the References Data Basein
10	Use of Electronic Scanner (Zeta)
11	Use of Electronic Scanner (Book2Net)
12	Logging in Wireless Network (PDF)
13	Logging in Wireless Network (ViDEO)

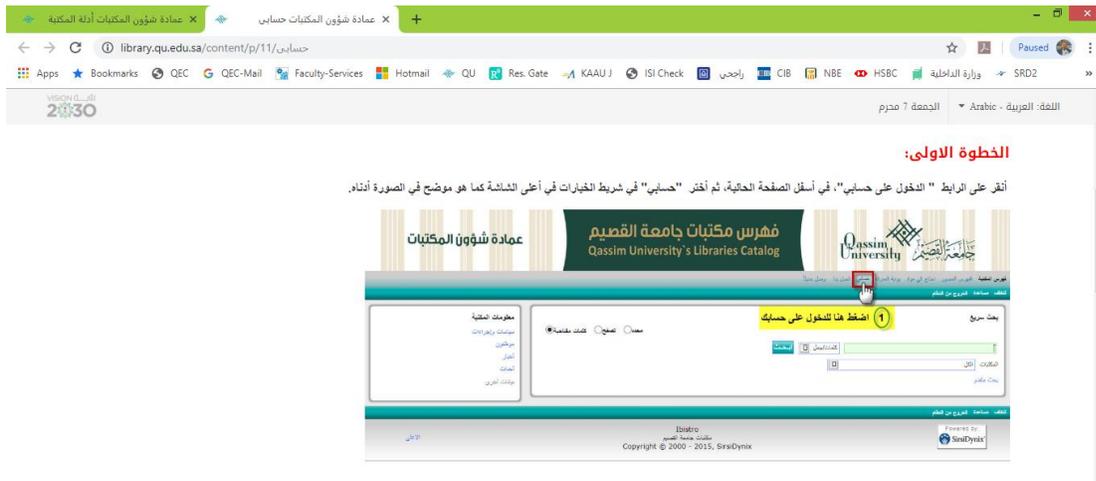
Library Account (Hisabi System)

Instructions of using Hisabi

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

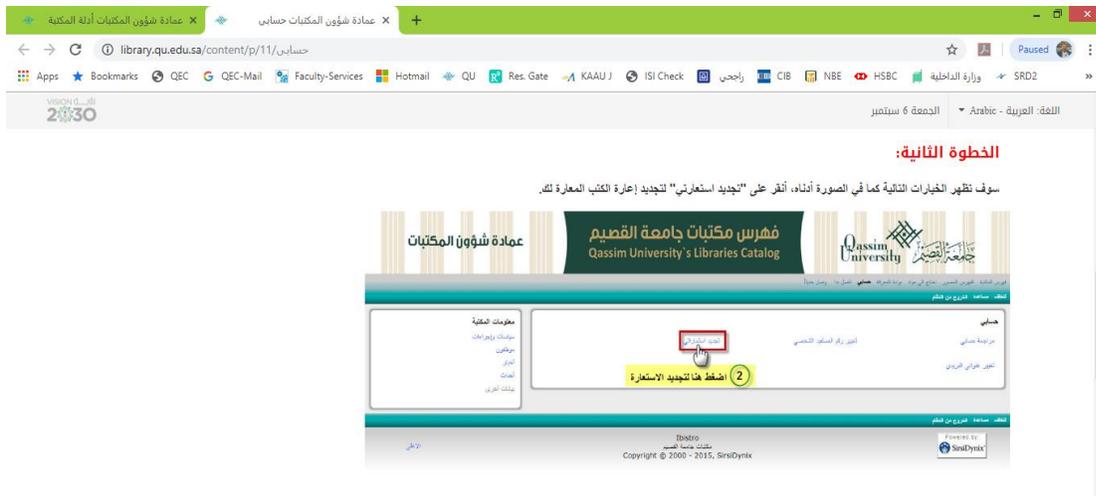
The First Step

Click the Link (الدخول على حسابي)



The Second Step

Click on the shown icon to renew borrowing.



The Third Step

Enter your information, and click there to see the list of borrowed books

الخطوة الثالثة:
قم بتعبئة الخانات التالية :
هوية المستفيد: رقم البطاقة الجامعية للطلبة أو الرقم الوظيفي لأعضاء هيئة التدريس والموظفين.
رقم التعريف الشخصي: هو الرقم الذي حصلت عليه من كارتير الإعارة في المكتبة. (المكتبة المركزية في المقر الرئيسي، مكتبات الكليات في المقرات الفرعية).

عمادة شؤون المكتبات
مُهرس مكتبات جامعة القصيم
Qassim University's Libraries Catalog

الخطوة الثالثة: قم بتعبئة الخانات التالية:

3 رقم المنطقة الجامعية لتطبيق
4 الحصول عليه من قسم الإعارة
5 اضغط هنا لتتدخل على قائمة الكتب المعارة

6

The Fourth Step

This screen is used to follow borrowing status

الخطوة الرابعة:

المقرات المتاحة للتعبئة
6 الأيسر للكتابة على راحة اليد للتعديل استخدم منصات الأضواء أو عدة موزعة للتعديل
عدد الكتب المعارة في حيداك

7 تاريخ إرجاع الكتاب
8 اختيار الكتب المراد تعديدها
9 تعديدها

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

The Fifth Step

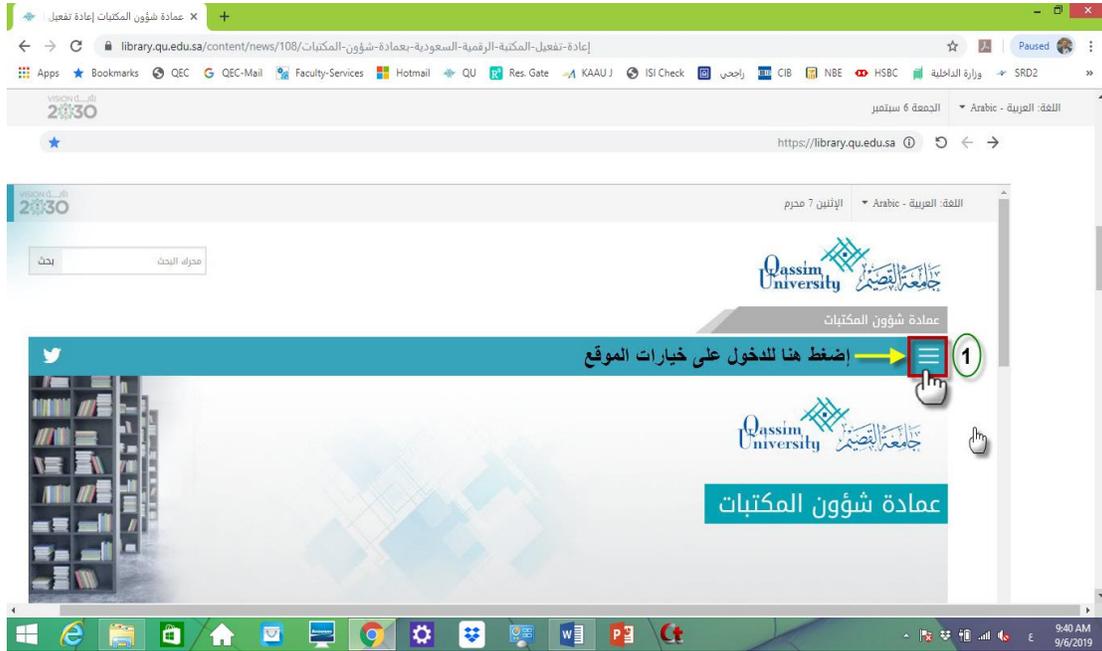
The screenshot displays the website for the Saudi Digital Library, managed by the Deanship of Library Affairs. The page features a green header with the title 'عمادة شؤون المكتبات' (Library Affairs Deanship). Below the header is a search bar and a navigation menu. The main content area includes a large green box with the text 'خدمة تواصل' (Communication Service) and 'خدمة تعد آلية مسيرة للتواصل مع معالي الوزير ومسؤولي الوزارة وكافة القطاعات' (Service mechanism for communication with the Minister of Education and all sectors). To the right, there is a search bar and a news section with several articles, including 'إعادة تفعيل المكتبة الرقمية السعودية بعمادة شؤون المكتبات' (Reactivation of the Saudi Digital Library by the Deanship of Library Affairs) and 'عمادة شؤون المكتبات اقامت ورشة عمل في المهارات التكنولوجية للنشر في المجلات العلمية العالمية (ISI)' (The Deanship of Library Affairs organized a workshop on digital publishing skills in international scientific journals (ISI)).

Saudi Digital Library, Deanship of Library Affairs

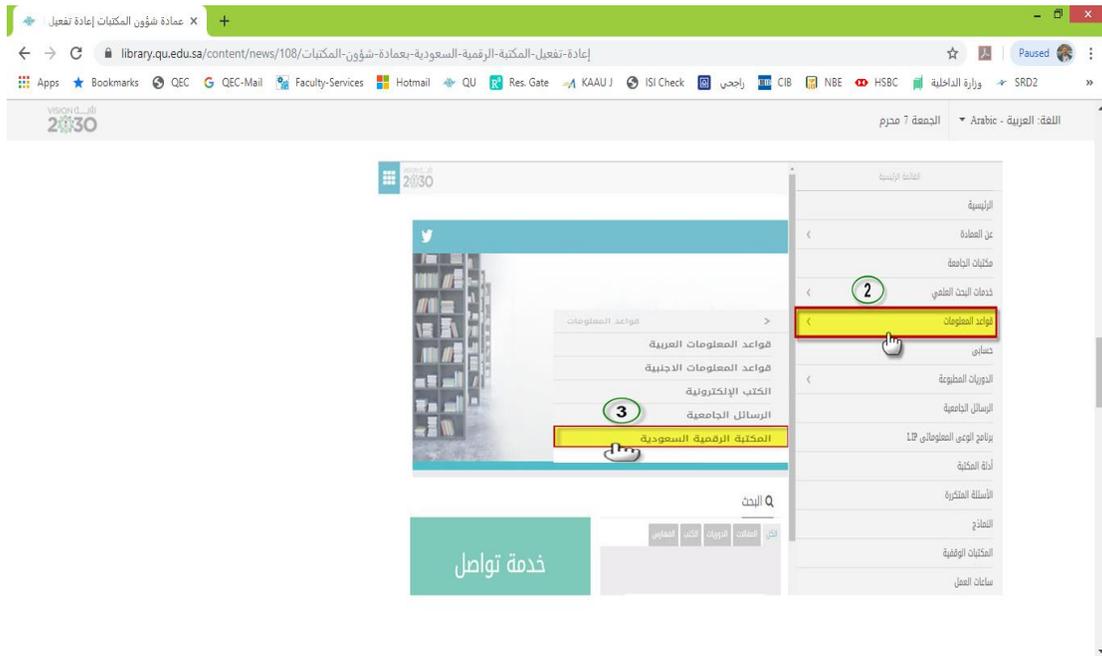
The Deanship of Library Affairs has re-activated access to electronic databases through the Saudi Digital Library. Considerable long-term knowledge accumulation. The library has contracted with more than 300 international publishers covering various disciplines that support the educational process and 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

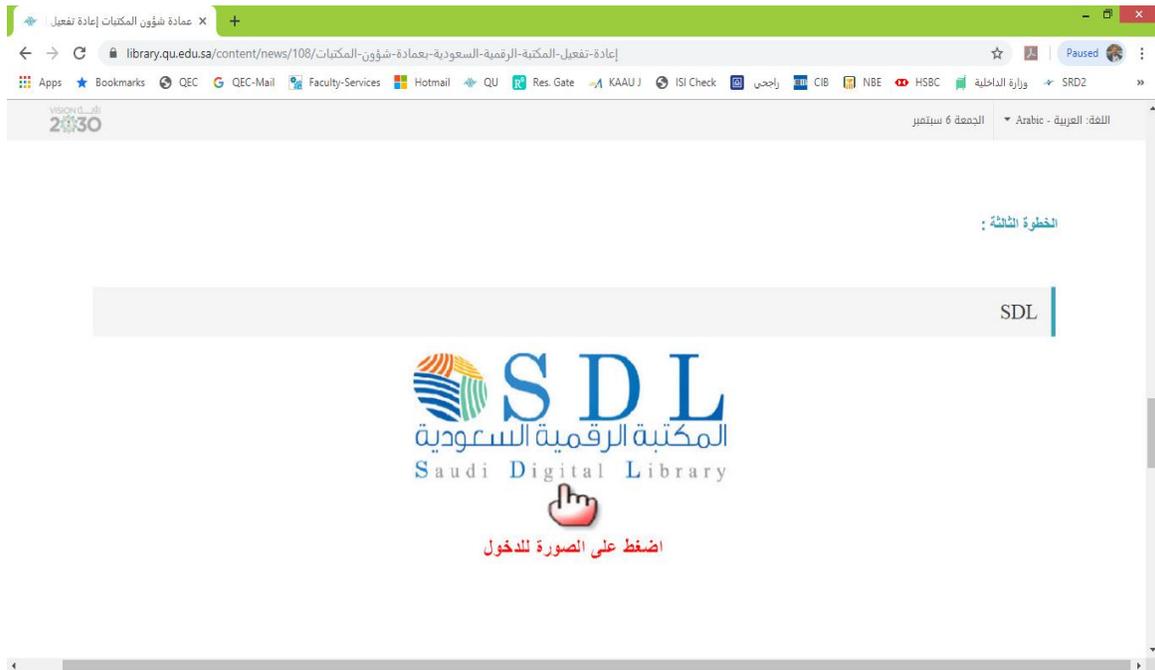
The First Step



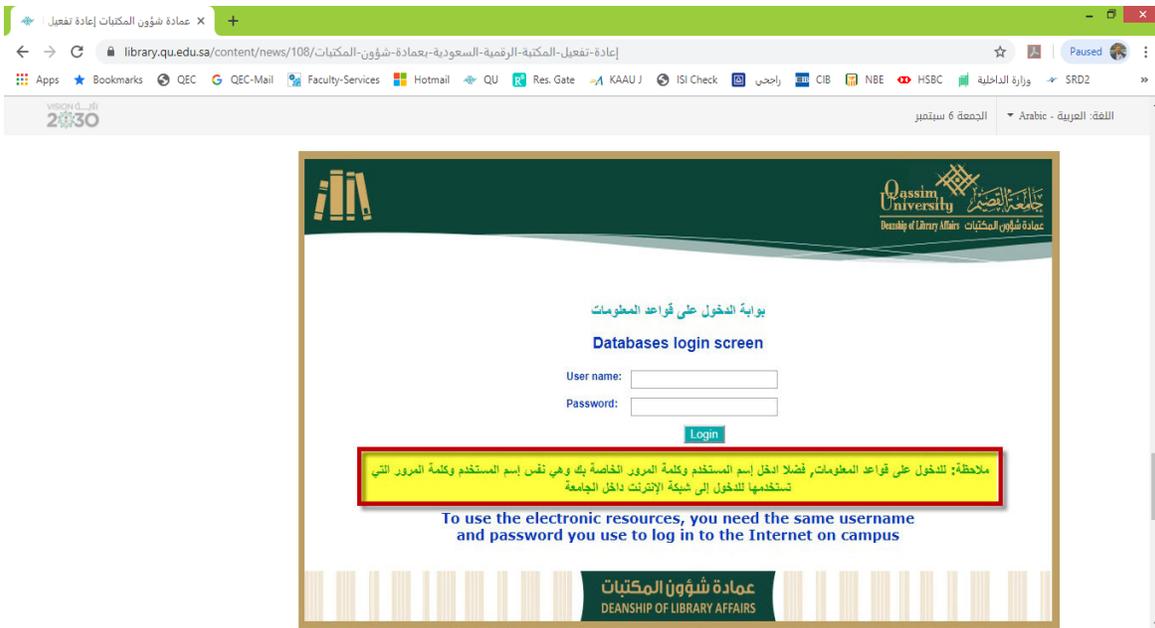
The Second Step



The Third Step



The Fourth Step



The Fifth Step

The screenshot shows the library website interface. At the top, there is a navigation bar with the text "English" and "تسجيل الخروج" (Logout). Below this, there is a menu with various services: "الرئيسية" (Home), "من نحن" (About Us), "التدريب" (Training), "إيداع الرسائل العلمية" (Deposit of Scientific Papers), "رسائل الجامعات" (University Papers), "مؤشر الأنتاج السعودي" (Saudi Production Index), and "سياسة وأدلة الاستخدام" (Policy and Usage Guide). A red box highlights the "نجاح عملية الدخول" (Successful login) message. Below the menu, there is a search bar with the text "لضمان نتائج أكثر للمصادر العربية، يُرجى الدخول على القواعد العربية بشكل مباشر" (To ensure better results for Arabic sources, please log in to the Arabic databases directly). The search bar contains the text "البحث الموحد..." (Unified Search...). Below the search bar, there is a row of icons representing different services: "قواعد المعلومات العربية" (Arabic Information Databases), "قواعد المعلومات الأجنبية" (Foreign Information Databases), "الكتب الإلكترونية" (Electronic Books), "الرسائل الجامعية" (University Papers), "الأرشيف" (Archive), "التصنيف الموضوعي" (Subject Classification), "قواعد المعلومات التجريبية" (Experimental Information Databases), and "محرك المصادر الحرة" (Open Source Engine). At the bottom of the page, there is a timestamp: "PM 12:55 © 11/06/2019".