



UNIVERSITY OF BAHRAIN

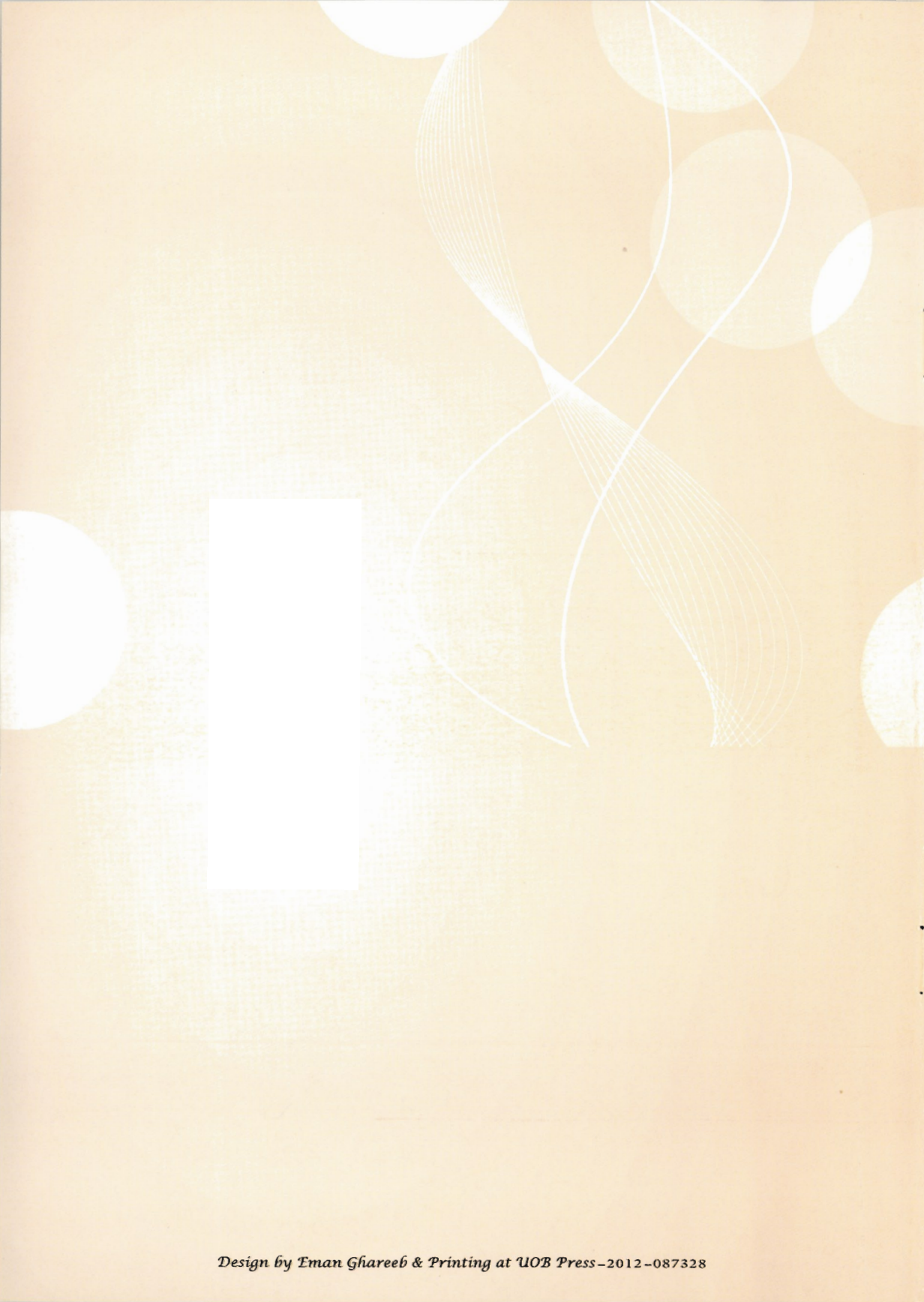
LIBRARY & INFORMATION SERVICES

INFORMATION PROVISION

For Academic and Research
Excellence



<http://libwebserver.uob.edu.bh/en/>





*His Royal Highness
Prince Khalifa Bin Salman AL-Khalifa
Prime Minister*



*His Majesty
King Hamad Bin Isa AL-Khalifa
King of the Kingdom of Bahrain*



*His Royal Highness
Prince Salman Bin Hamad AL-Khalifa
Crown Prince
Deputy Supreme Commander*

Introduction



The University of Bahrain Library was established in 1986. It is formed of three main libraries, a Law Library and a number of special branch libraries:

- The Central Library, in Sakhir campus, serves the staff and students of the Colleges of Arts, Business Administration, Applied Studies, Bahrain Teachers' College and the Graduate Studies Programmes.
- The Science & Information Technology Library, in Sakhir campus, serves the staff and students of the Colleges of Science and IT.
- The Law Library, at the College of Law, holds a large number of resources and reference materials. Subjects range among the different subdivisions of law as journals, magazines and newspapers, as well as a full-text database of law resources.
- The Engineering Library, in Isa Town campus, accommodates materials and services to support the College of Engineering.
- There are also a number of specialised branch libraries. They include: the French Studies Centre Library, the Japanese Studies Centre Library, the American Studies Centre Library, the Centre for Transport and Road Studies Library, the English Department Library and the Learning Resource Centre located at the Bahrain Teachers College.

The Library acts as a depository for the World Bank and United Nations publications. The library also subscribes to a number of electronic databases that include full-text academic journals, books and theses, which are accessible to students and faculty from the digital library portal:

<http://libwebserver.uob.edu.bh/en/>



Library Opening Hours

- **Central Library at Sakhir Campus**

Sunday to Wednesday 7:30 AM to 7:00 PM

Thursday 7:30 AM to 4:30 PM

- **Science and IT Library at Sakhir Campus**

Sunday to Thursday 7:30 AM to 4:30 PM

- **Law Library at Sakhir Campus**

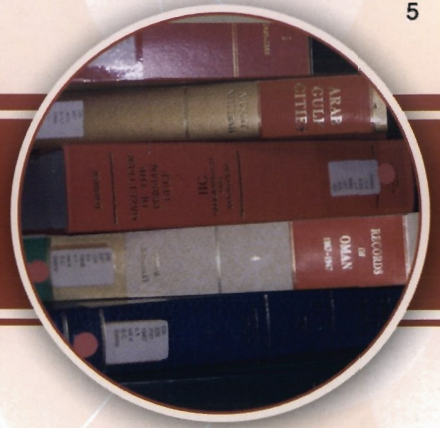
Sunday to Thursday 7:30 AM to 5:00 PM

- **Engineering Library at Isa Town Campus**

Sunday to Thursday 7:30 AM to 5:00 PM

Any variations to the above hours will be posted on the Library's notice boards, portal and sent out by e-mail to users.

Technical Services



Collection Development

The University faculty play an important role in selecting books and other resources needed to support the learning and research programmes. Faculty members and students may suggest titles of books, periodicals and other materials by directly contacting the Acquisitions Unit or a Subject Librarian, or by using the "Suggestion Box", which is available near the library entrance. Alternatively, the electronic purchase request form can be used from the digital library portal.

<http://libwebserver.uob.edu.bh/en/>

Cataloguing

The Cataloguing Unit catalogues and classifies books and other materials purchased by the library. Each title is assigned a Library of Congress subject heading, given a particular call number, and finally the data is entered into the Library's automated system, "Symphony". The Library uses the American Library of Congress Classification System to classify its collection.



Circulation Services

University students, faculty and staff who hold valid University identification cards are allowed to borrow books. Individuals who do not fall into the above categories may be allowed to use the library for reference purposes only. All regular books can be checked out except **REFERENCE books**, **PERIODICALS**, and **SPECIAL COLLECTIONS**.

RESERVE BOOKS

The Circulation Unit provides books and copies of documents, either in print or electronic format, that have been placed on reserve by the faculty members to be read by groups of UoB students. Reserve books will circulate for only two hours to a user within the Library, and may circulate overnight from one-half hour before the Library closes. These books must be returned before 9 a.m. the following working day.

LOAN PERIOD

- Students: 5 books for 4 weeks
- Graduate students: 10 books for 4 weeks
- Faculty members & Staff: 12 books for one semester

OVERDUE CHARGES

- Books: There will be a charge for overdue book(s) of (50 fils) per book per day (Sunday-Thursday).
- Reserve Book(s): There will be a charge for overdue book(s) of (100 fils) per hour.

Circulation Services



LOST MATERIAL CHARGE

If an item is lost, the Library should be contacted immediately. The following rules apply for lost items.

Option 1: The user has to replace an identical copy of the lost item within 2 weeks.

Option 2: If the user is unable to replace the lost item, then the following will be charged:

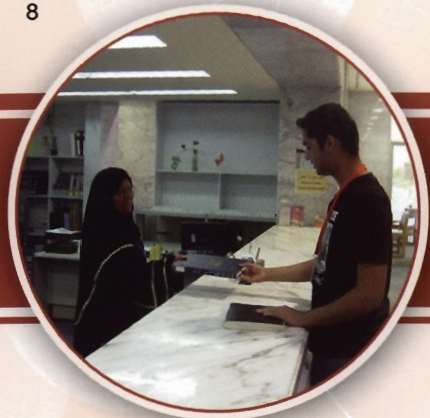
- a) The retail price of the book, and
- b) BD 5 for processing and administrative costs.

DAMAGE TO LIBRARY MATERIALS

Books and other items held in the library are the property of the University of Bahrain. Any damage to materials will be dealt with according to the University's rules and regulations.

SELF.CHECK SERVICE

Users can easily check-out and check-in library materials. They can also renew their loans directly online.



Information Services

Reference Collection

This collection includes reference materials such as dictionaries, thesauri, encyclopedias, atlases, annual statistics and indexes. This collection can be used in the library only and cannot be borrowed. Photocopies can be made, within copyright guidelines, in the Copy Centre within the library.

Databases

Electronic resources play a very important role in supporting learning and research activities. The library subscribes to numerous databases covering the fields of education, business, information technology, science, engineering, social sciences and humanities, and Arabic and Islamic studies. These topics are covered in courses taught at the university. Some of these databases provide full-text articles, e-books, e-theses and e-reports. Access to these databases is available via the digital library portal:

<http://libwebserver.uob.edu.bh/en>

The library also holds a number of Arabic databases such as: Turath, Arabic Encyclopedia, Islamic History and Civilization, Quranic Science and Interpretation, Scientists of Islam, Fiqh and its Foundations, the Holy Quran, and Basic Grammar and Morphology. These databases are available at the Central Library.

Inter-library Loan



A university library can afford to purchase only a small fraction of all the books and periodicals that are published. However, researchers and others often need access to wider resources. Inter-library Loan systems and networks are therefore very important for serving the needs of teaching, learning and research. The University of Bahrain Library participates fully in these networks for the benefit of the UoB community.

The procedure to follow

- Please check first that the book or article you need is not already available at University of Bahrain libraries
- If not available locally you may complete an Inter-Library Loan request form and hand this to a library staff member. Please complete the form fully and legibly.
- If the reference is incomplete, please ask library staff to assist you.
- An electronic form can also be submitted on the library portal.

<http://libwebserver.uob.edu.bh/en>

Sources for Inter-Library Loan

- For articles, books and reports: The British Library Document Supply Centre (UK).
- We also borrow from (and lend to) libraries in Bahrain and other GCC countries.



Inter-library Loan

Entitlement

Members of the University may use the Inter-Library Loan Service as follows:

University Staff	Up to 25 requests per annum
Graduate and Research Students	Up to 10 requests per annum
Undergraduate Students (To support project assignments)	On the recommendation of a Head of Department or Library Director

Please Note:

- 1- Incomplete or illegible request forms will be returned to the requester.
- 2- The requester may retain periodical articles received from the British Library. However, books and other original items must be returned to UOB Library by the due date.
- 3- The Director of Library and Information Services reserves the right:
 - To require valuable or unique items to be used only in the Library.
 - To refuse further loans to any user who fails to return items on time or who otherwise abuses the service.
 - To purchase items for the Library stock instead of borrowing from another Library.

Periodicals



The University of Bahrain Library holds a collection of Arabic and non-Arabic academic periodicals. The Periodicals Units in the different libraries also house several current newspapers. These consist of local and international newspapers.

Periodicals Holdings

The periodicals are distributed as follows:

1. The Central Library at Sakhir Campus holds periodicals for the Colleges of Arts, Business Administration and Education.
2. The Science and Information Technology Library at Sakhir campus holds Scientific and IT periodicals.
3. The Engineering Library at Isa Town Campus holds Engineering and Technical periodicals.
4. The Law Library at the College of Law holds journals, magazines and newspapers relating to Law.

The periodicals are arranged on the shelves in alphabetical order. They cannot be borrowed, but can be taken to the Periodical Unit photocopying area.

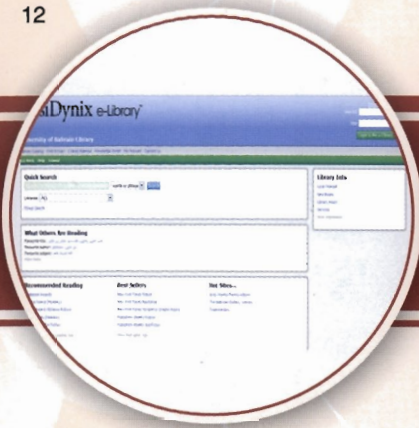
The library provides an electronic copy of the periodicals list and a number of full-text periodicals that can be accessed from the digital library portal:

<http://libwebserver.uob.edu.bh/en/>

Arabic Periodicals Index

The Library has developed a database for its Arabic Periodicals holdings where all the titles of articles and their bibliographic information (issue, volume, pages, etc.) have been entered. Library users can search this database in order to find and locate the articles they need. This database is available to the users through computers in the Unit and via the digital library portal:

<http://libwebserver.uob.edu.bh/en/>



Library Automated Catalogue [Symphony]

Symphony is considered to be one of the world's leading automated systems in the field of library automation and is used internationally. It gives users the correct call number for each item, the library where it can be found, and whether the book is available or on loan.

The catalogue can be accessed within the library or remotely from the digital library portal:

<http://libwebserver.uob.edu.bh/en/>

What is the best way to search the catalogue?

You can search the catalogue in different ways depending on the information you have. The most common searches are:

- By general keyword (word or phrase)
- By author or author keyword
- By title or title keyword
- By subject keyword
- By series
- By periodical

Special Collections



Location

Special Collections are housed in the Central Library in Sakhir Campus.

1- Collections

The Collections consist of local and international publications of the following organisations:

- Kingdom of Bahrain
- University of Bahrain
- Non-Governmental Organisations
- G.C.C.
- Arab League
- United Nations
- World Bank
- International Monetary Fund (IMF)
- Specialised Research Centres

Theses and dissertations, archives and manuscripts are also available at the same location.

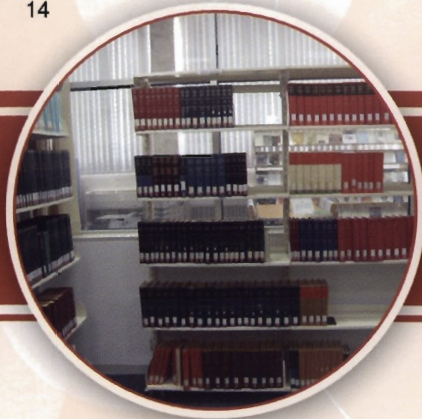
2- History of Bahrain Collection

This room holds the most important books and documents on the history of Bahrain.

3- Organisation of Materials

The materials in the Special Collections Room are catalogued according to the Library of Congress Classification System. The Call Number is preceded by the code S.C. for special collections or Thesis for dissertations.

- * Materials in the Special Collections are for reference only and cannot be checked out on loan.



Bahrain History Room

This room holds the most important information resources that cover the history of the Kingdom of Bahrain.

Topics include:

- Ancient history and archaeology
- Islamic history
- Modern history
- Cultural, economic and social studies
- Local history and personalities
- Descriptions and travel
- History of the Arabian Peninsula
- Maps and archives

This collection also includes the Official gazette, a number of journals and magazines which cover the history of Bahrain, statistical publications, maps and photos.

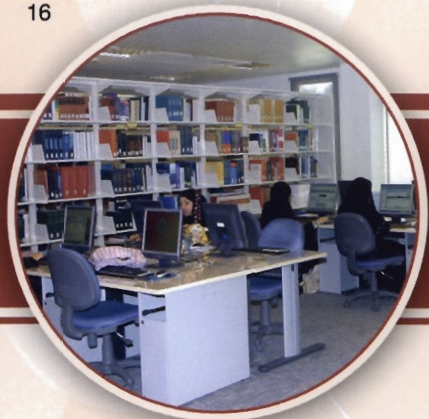
Through the Digital library portal, users can access the Online Catalogue, the Bahrain Collections Database, as well as the Theses and Dissertations Database.

The Library Portal



The library portal contains links to a variety of sources including Arabic and non-Arabic full-text periodicals, books, and theses; Arabic Periodicals Index, Kingdom of Bahrain Database and numerous databases to which the library subscribes. These databases cover the fields of science, engineering, social sciences and humanities. The Library uses the EBSCO's Discovery Service to provide fast, simple access to all of its full-text content (electronic and print) in a single search box directly from its portal:

<http://libwebserver.uob.edu.bh/en/>



Computer Lab

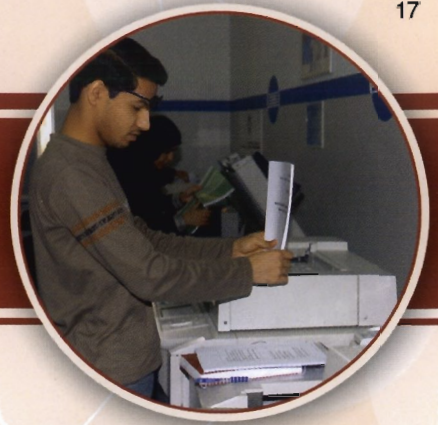
The libraries are equipped with computer labs for the use of students, faculty and researchers. The computer units are fully linked to the UoB network and allow users:

- To access resources on the World Wide Web.
- To search the University Library Catalogue.
- To use a number of Microsoft and specialized programmes.
- To access electronic journals, books, and theses, as well as a number of full-text databases.

These services can be accessed by using the booking system in accordance with library procedures.

Moreover, Printing is available through the PC Lab computers and the documents can be collected from the Copy Centre in the library.

Photocopy Centres



There are newly equipped University Copy Centres in all University Libraries. They offer photocopying and document support to both students and researchers.

At present the services include:

Photocopying & Printing

- Both black/white and colour copying is available.
- The photocopiers are card-operated. The copy cards can be purchased in the Copy Centres.

Binding

There are several binding machines (spiral, thermal and Velobind). These are very useful for people wishing to produce projects and other reports.

Laminating machines are also available.

Sale of paper, discs and overhead transparencies:

Please enquire at the Copy Centres.

Printing

The Copy Centres also take care of the printing services in the PC Labs for students. There are high resolution printers at each centre, which are run on a prepaid mode directly from computers in the PC Labs.

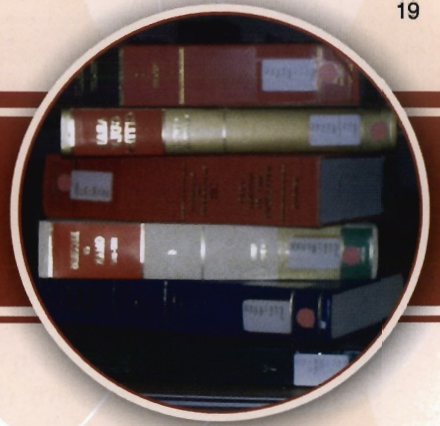


Library Instruction

Students, faculty and staff are invited to attend various tours and user information sessions about the library and its resources.

The library offers a host of programmes that educate users on information resources and information literacy skills. Library orientation programmes are of great benefit to new students and faculty. These programmes can be arranged within two-days notice. Sessions are short and can be tailored to the needs of the group. Faculty members can arrange sessions that provide students with instruction on the resources available in their field.

Law Library



The College of Law, in cooperation with the University of Bahrain Library, has established a library specializing in law resources. The first of its kind in the Kingdom of Bahrain, the collection and services provided by the library aim to enrich awareness of legal fundamentals within Bahrain. Conveniently located in the College of Law at the Sakhir Campus, it supports the students and faculty of the College of Law, as well as serving legal enterprises in the Kingdom of Bahrain.

The Library holds a large number of resources and reference material, journals, magazines and newspapers relating to law, as well as a database of Legal Arab Information.

The library's services include: borrowing, photocopying, special reading areas and information literacy classes.

Vision

The University of Bahrain Library aims to become a centre of excellence that supports and promotes high academic standards in undergraduate and postgraduate courses and in research. It will participate in building a knowledge society in line with the aims of the Bahrain Economic Vision 2030.

Mission

The Library will make a fuller contribution to the life of the university by providing the necessary information to support learning, teaching, and research programmes. It will empower students by establishing information literacy programmes.

Objectives

- Objective 1: Develop learning and teaching resources
- Objective 2: Develop information services to users
- Objective 3: Develop information literacy programmes
- Objective 4: Establish programmes and activities to encourage students to read
- Objective 5: Make information available and accessible for learning and research purposes
- Objective 6: Improve infrastructure and quality of information services
- Objective 7: Establish a robust marketing strategy of library services
- Objective 8: Empower library staff and enhance their skills
- Objective 9: Improve the quality of library management tools and procedures
- Objective 10: Improve services to the wider Bahraini community and institutions

