



University of Bahrain
Library & Information Services

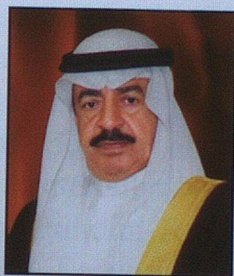
المكتبة المركزية Central Library



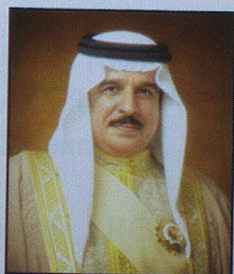
INFORMATION PROVISION

For Academic and Research
Excellence

<http://www.ac-knowledge.net/uobv3/>



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
First Deputy Prime Minister

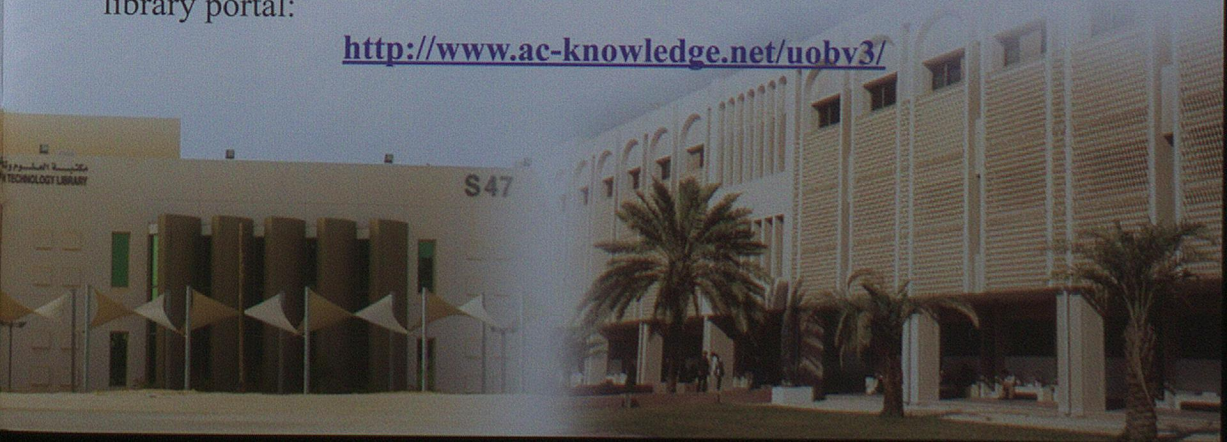
Introduction

The University of Bahrain Library was established in 1986. It is constituted of one Central Library and five special branch libraries:

- The Central Library, in Sakhir campus, serves the staff and students of the Colleges of Arts and Business Administration.
- The Science & Information Technology Library, in Sakhir campus, serves the staff and students of the Colleges of Science and IT, and Applied Studies.
- The Law Library, at the College of Law holds a large number of resources and reference materials in the various fields of law.
- The Engineering Library, in Isa Town campus, accommodates materials and services to support the College of Engineering.
- The College of Health Sciences in Salmaniya Campus also has a dedicated library.
- The Bahrain Teachers College LRC holds a sizeable collection in the field of education.
- There are also a number of specialised branch libraries. They include: the American Studies Centre Library, the French Studies Centre Library, the Japanese Studies Centre Library, and the English Department Resource Centre.

The Library is a designated depository for World Bank and United Nations publications. It also subscribes to a number of electronic databases that include full-text journals, books and theses and dissertations. All these electronic resources are accessible to students and faculty from the digital library portal:

<http://www.ac-knowledge.net/uobv3/>



Library Opening Hours

Sunday to Thursday:

- Central Library: 7:00 – 19:00
- Law library: Sunday to Tuesday: 7:00 – 19:00

Wednesday-Thursday:

- Science & IT Library: 7:30 – 17:00
- Engineering Library: 7:30 – 17:00
- Bahrain Teachers College Library:

Sunday to Wednesday

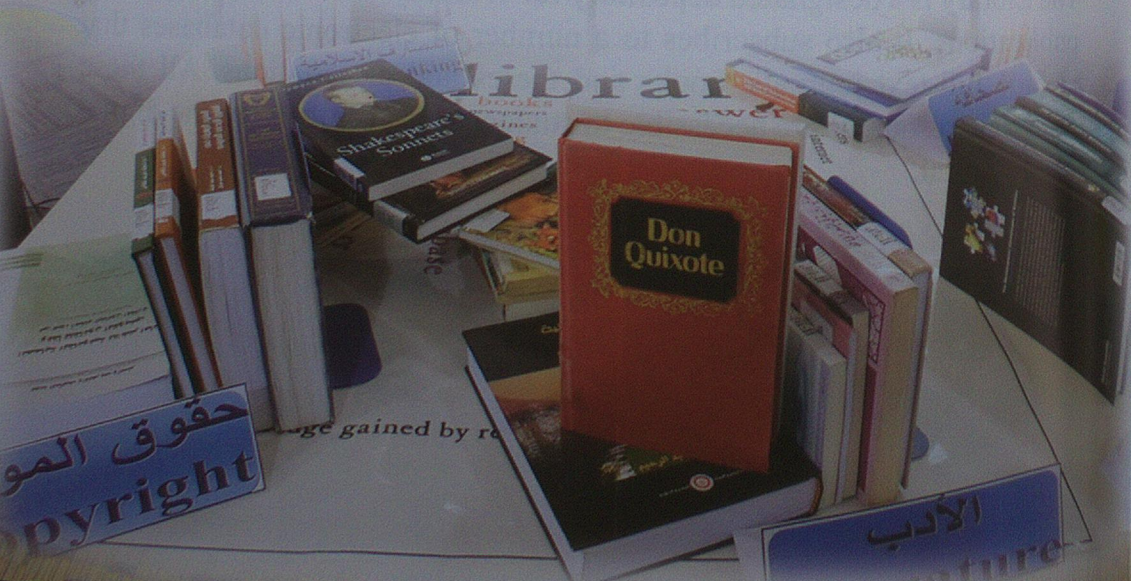
7:30 – 19:00

Thursday:

7:30 – 15:30

- College of Health Science Library: 7:00 – 18:00

▪ Variations in timings during the summer holiday and exam periods are usually posted on the library's website, information boards, and notices are sent via university e-mail and social media.



Technical Services

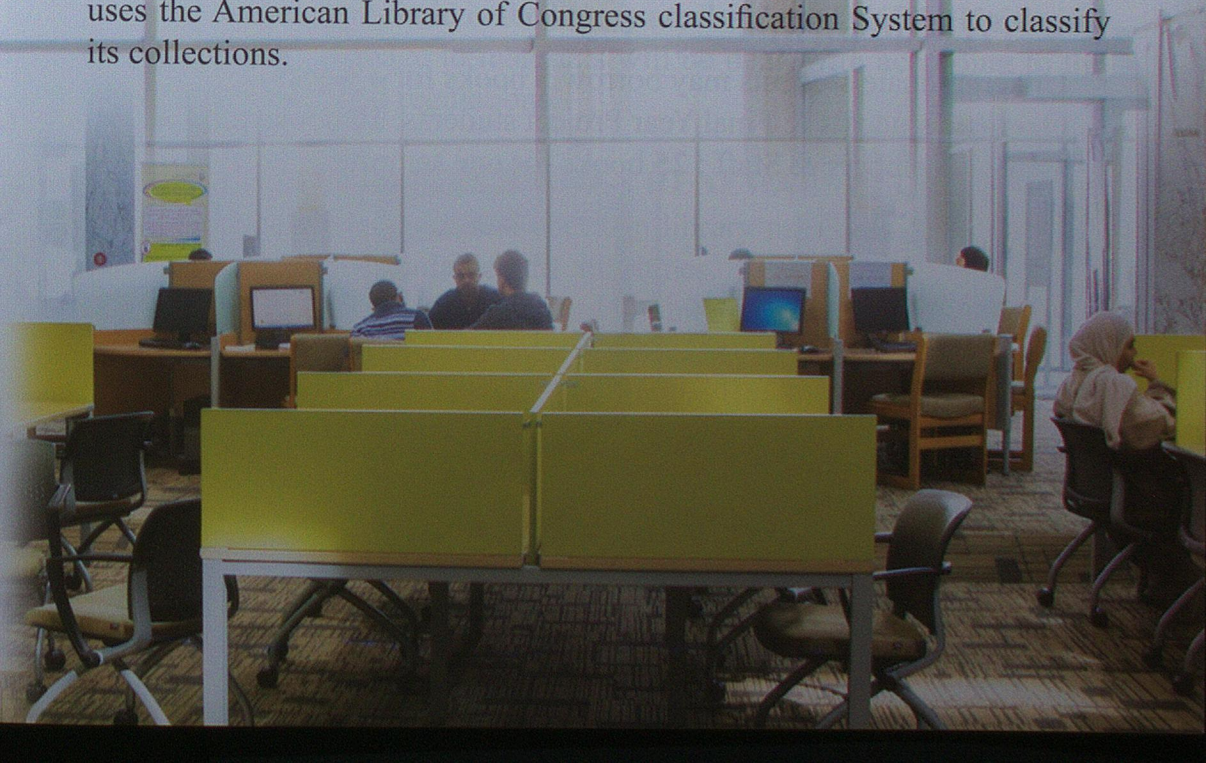
Collection development

University faculty play an important role in selecting books and other sources of information needed to develop the library collections. Faculty members and students may suggest titles of books, periodicals and other sources by directly contacting the Collection Development Unit or through the Liaison Librarians, or by using the “Suggestion Box “ which is available near the library entrance. Alternatively, the electronic purchase form can be used from the digital library portal:

<http://www.ac-knowledge.net/uobv3/>

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, “Sirsi-Dynix”. The Library uses the American Library of Congress classification System to classify its collections.



Circulation Services

University students, faculty and staff who hold valid University identification cards may borrow books. Individuals who do not fall into the above categories may be allowed to use the library as per the regulations in place.

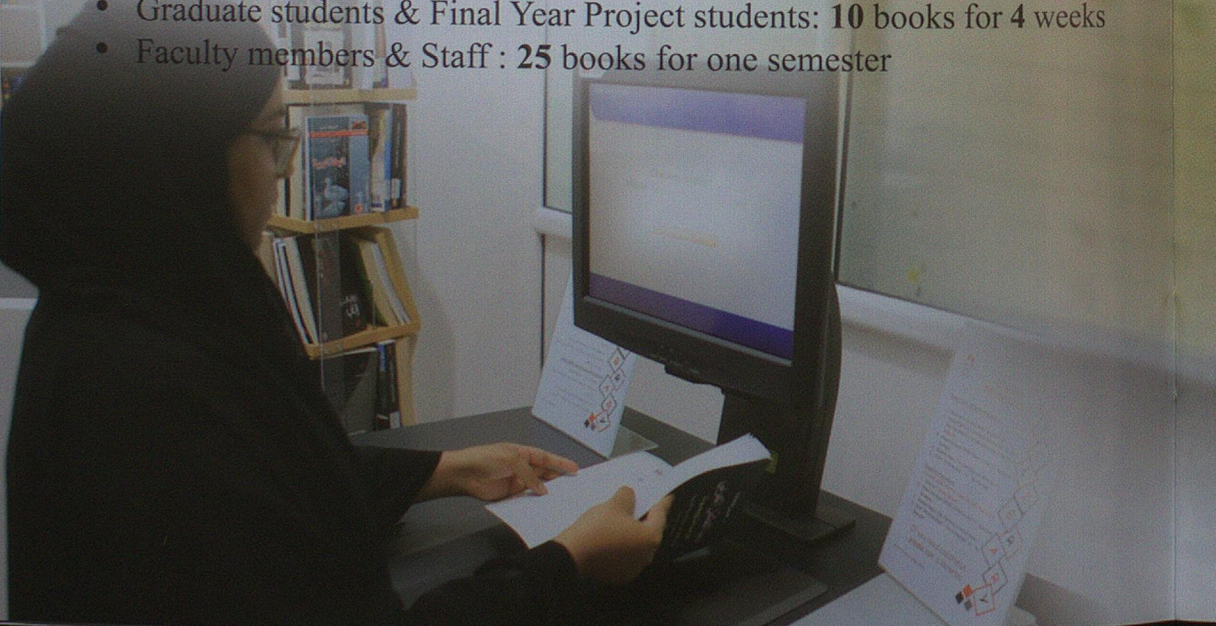
All regular books can be checked-out except **REFERENCE** books, **PERIODICALS**, and **SPECIAL COLLECTIONS**.

1. RESERVE BOOKS

The Circulation Unit provides books and copies of the documents, either in print or electronic format, that have been placed on reserve by faculty to be read by UOB students. Reserve books will circulate for only two hours to a person within the Library, and may circulate overnight one-half hour before the Library closes. These books must be returned before 9:00am the following working day. Other documents are accepted provided they fulfil the conditions listed in the 'UOB Print and Publications Rules' and Bahrain Copyright laws.

2. LOAN PERIOD

- Undergraduate students may borrow **5** books for **4** weeks
- Graduate students & Final Year Project students: **10** books for **4** weeks
- Faculty members & Staff : **25** books for one semester



Circulation Services

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.

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) 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 SERVICES & LOAN RENEWALS

Users can easily check-out and check-in library materials or renew their loans by using the available 3M machines. Renewing loans can also be done online or via the personal mobile phone App 'BookMyne'. Instructions on how to download 'BookMyne' are available from: <http://libwebserver.uob.edu.bh/en/pathfinders/Bookmyne.pdf>

Information Services

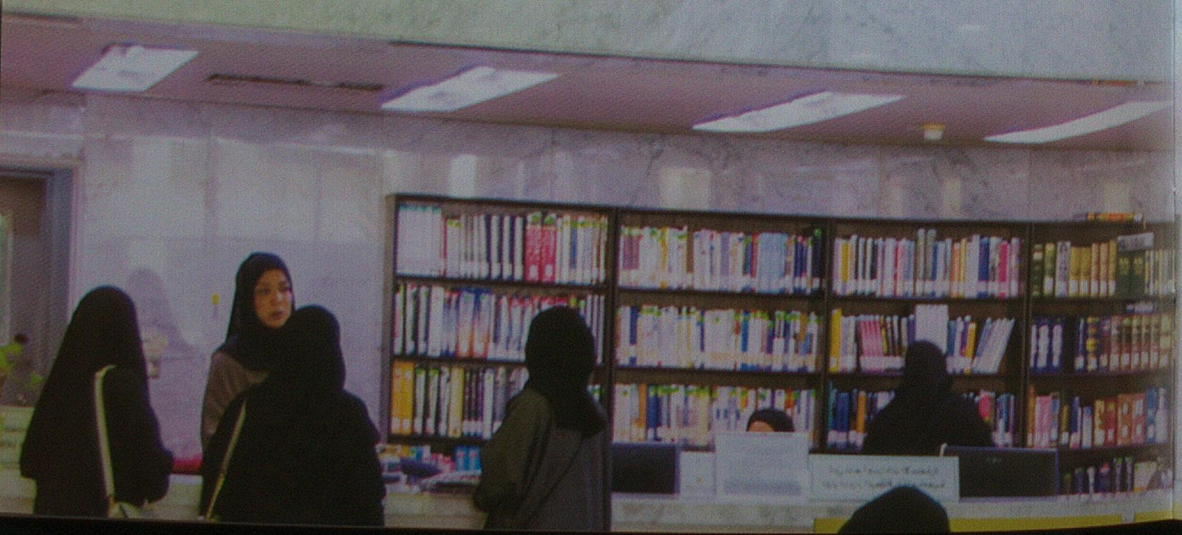
Reference Collection

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 in the Copy Centre within the library and as per the copyright rules and regulations.

Databases

Electronic resources play a very important role in supporting learning and research activities. The library subscribes to numerous databases in English and Arabic, covering the fields of education, business, information technology, science, engineering, social sciences and humanities, allied health, 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 and e-theses. Access to these databases is available via the digital library portal:

<http://www.ac-knowledge.net/uobv3/>



Interlibrary Loan

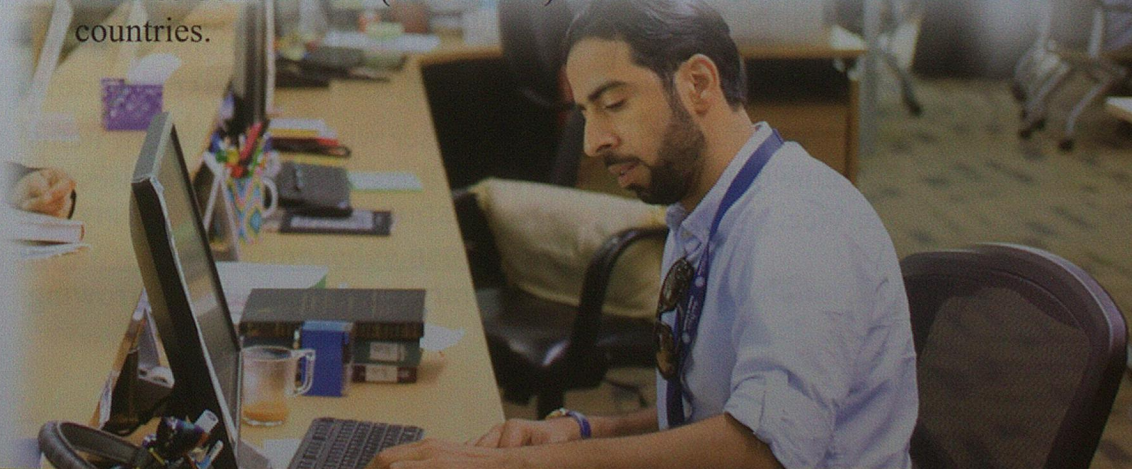
A university library can afford to purchase only a small fraction of all the books and periodicals, which are published worldwide. However, researchers and others often need access to wider resources. Inter-library Loan and document delivery systems and networks are therefore very important for serving 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 the 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 is also available from the digital library portal: <http://www.ac-knowledge.net/uobv3/>

Sources for Inter-Library Loan

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



Interlibrary Loan

Entitlement

Members of the University may use the Inter-Library Loan Service as follows and according to the rules listed below:

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

- 1- Incomplete or illegible request forms will be returned to the requester.
- 2- The requester may retain periodical articles received from the Library. But books and other original items must be returned to the 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 to settle any overdue fines, or 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 academic periodicals in Arabic and English. The Periodicals Units in different libraries also house several current newspapers. These consist of local newspapers as well as international ones.

Periodicals holdings

The electronic copy of a sizeable number of periodicals can be accessed by using the digital library homepage:

<http://www.ac-knowledge.net/uobv3/>

The Library also holds hardcopies of periodicals when no electronic copy is available, as follows:

- 1- The Central Library at Sakhir Campus holds a number of Arabic journals that are not available electronically.
- 2- Other branch libraries hold a small number of print journals in English where no electronic copy is available.

Arabic Periodicals Index

The Library has developed an electronic index for its Arabic periodicals holdings where all the titles of articles and their bibliographic information (issue, volume, pages, etc.) are stored. 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://www.ac-knowledge.net/uobv3/>

Library Automated Catalogue (Sirsi-Dynix)

Sirsi-Dynix is considered to be one of the world's leading automated systems in the field of library automated catalogues. It tells researchers the correct call number for each item, the library where it can be found, and whether the book is available or on loan.

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

<http://www.ac-knowledge.net/uobv3/>

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
- By title or title keyword
- By author or author keyword
- By subject keyword

If you know the exact Title, Author, or Subject select:

- Title
- Author
- Subject



Special Collections

1. LOCATION:

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

2. COLLECTIONS:

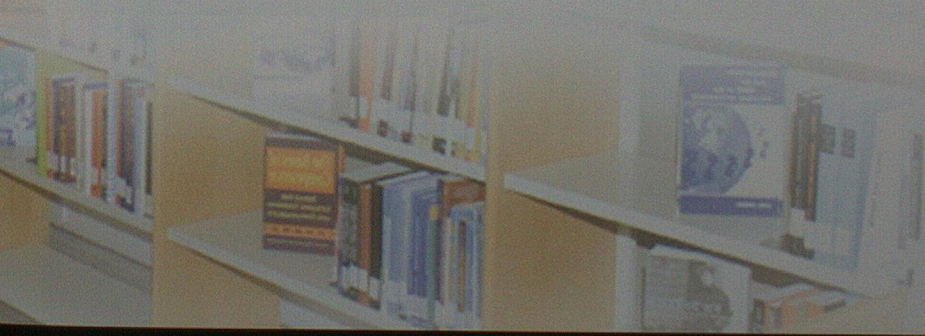
The Collections consist of local and international publications of the following:

- Official publications of the Kingdom of Bahrain
- University of Bahrain
- Gulf Cooperation Council (GCC)
- Arab League
- United Nations (UN)
- World Bank
- International Monetary Fund (IMF)
- Specialised Research Centres
- Theses and dissertations, archives and manuscripts are also available at the same location.

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.

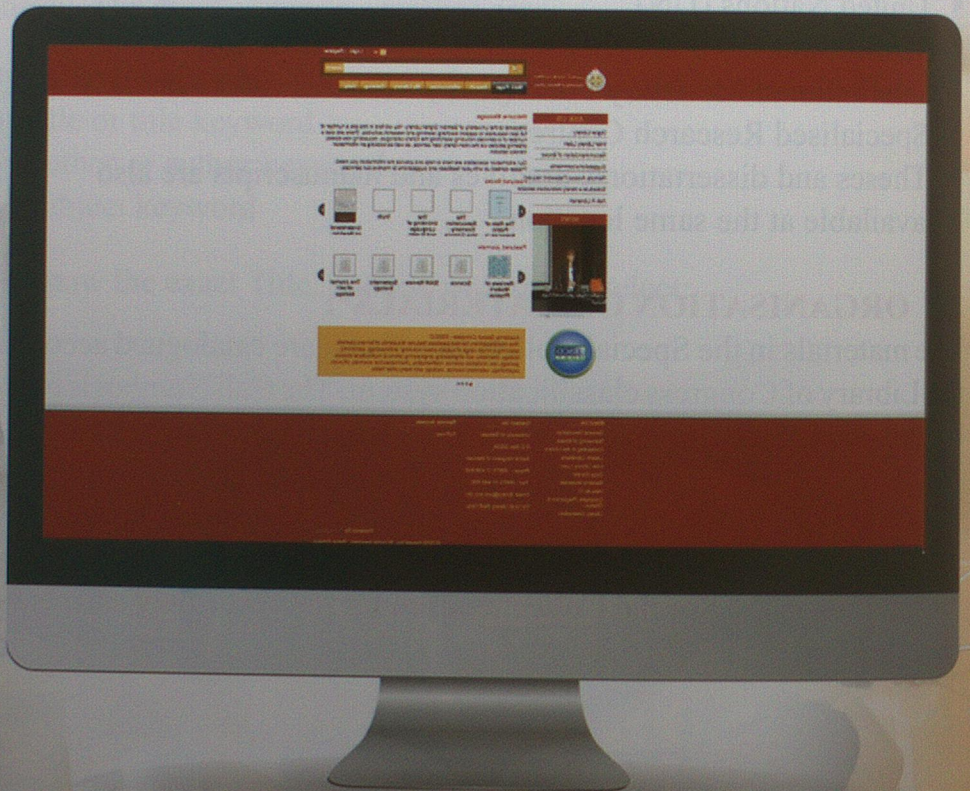
* Materials in the Special Collections are for reference only and cannot be checked out.



The Digital Library Portal

The Digital Library Portal contains a sizeable collection of full-text electronic books, periodicals and theses in Arabic and English. It also provides access to the Kingdom of Bahrain Publications Index and to the various databases to which the library subscribes. These databases cover the fields of science, engineering, social sciences and humanities. A number of other e-services are also available. They include: the online library catalogue, the Arabic periodicals index, document delivery and book request forms as well as online book loan renewals. All e-services can be accessed from:

<http://www.ac-knowledge.net/uobv3/>



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 provided through the PC Lab computers and the documents can be collected from the Copy Centre in the library.



Photocopy Centres

Library & Information Services

There are newly equipped University Copy Centres in most 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.
- The photocopiers are card-operated and the 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. The costs vary from 400 fils to 550 fils per item. Clear plastic covers are included.

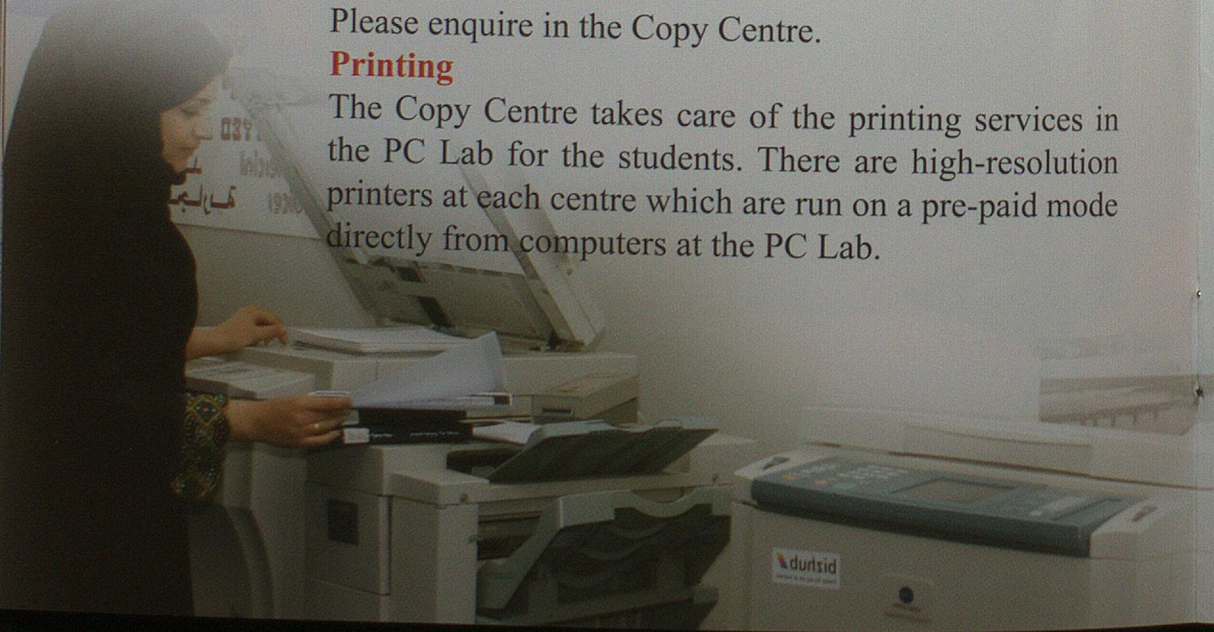
Laminating machines are also available

Sale of papers, memory sticks and Overhead Transparencies:

Please enquire in the Copy Centre.

Printing

The Copy Centre takes care of the printing services in the PC Lab for the students. There are high-resolution printers at each centre which are run on a pre-paid mode directly from computers at the PC Lab.



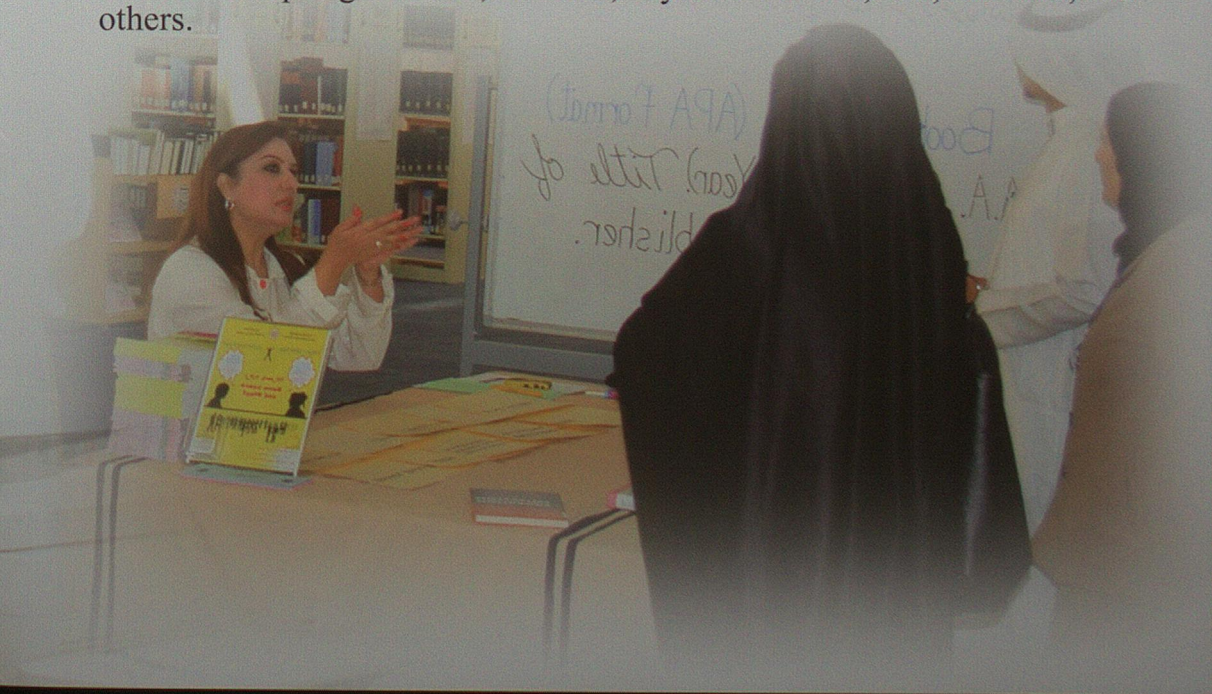
Library Instruction

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 students on the resources available in the library and help them enhance their information literacy and learning skills. Library orientation programmes are of great benefit to new students and faculty. These programmes can be arranged within two days. Classes are short and can be tailored to suit the needs of the group. Faculty members can arrange sessions that provide students with instruction on the resources available in their field. The information literacy classes cover:

- Information retrieval:
 - How to find information/ How to evaluate sources
- Referencing skills:
 - How to credit the original work
 - How to credit websites
 - How to avoid plagiarism and understand copyright rules and academic honesty

Special sessions in how to get published, are also organised for university researchers. These sessions are led by editors from renowned publishing houses like SpringerNature, Elsevier, Taylor & Francis, IOP, Emerald, and others.



Vision, Mission & Objectives

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.



Vision, Mission & Objectives

Objectives

- Objective 1: Develop learning and teaching resources
- Objective 2: Develop information services to users
- Objective 3: Develop information literacy programmes
- Objective 4: Develop tools to access electronic information
- Objective 5: Assess and improve the quality of library services
- 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 statistics and procedures
- Objective 10: Improve services to the wider Bahraini community and institutions

