**University of Bahrain**
**Library & Information Services**

# INFORMATION PROVISION
## *For academic & research excellence*

## Library & Information Services
## <u>Introduction</u>

The University of Bahrain Library was established in 1986. It is constituted of one Central Library and 3 special libraries:

- The Central Library, in Sakhir campus, serves the students , faculty and researchers in  Colleges of Arts , Colleges of Business Administration , College of Law and  College of Engineering.

- The Science & Information Technology Library, in Sakhir campus, serves the students , faculty and researchers of the Colleges of Science and IT, and Applied Studies.

- Ahmed AlFarsi medical library in Salmaniya medical complex serve students , faculty and researhcers at College of Health and sport science.

- The Bahrain Teachers College LRC holds a sizeable collection in the field of education.

The Library is subscribes to a number of academic and research electronic databases that include full-text journals, e-books and theses and dissertations. All these electronic resources are accessible to UOB students and faculty from the following library portal:

https://library.uob.edu.bh/

## Library Opening Hours

## Sunday to Thursday:

- Central Library: 7:00 AM – 7:00 PM
- Science & IT Library: 7:00 AM – 7:00 PM
- Bahrain Teachers College Library: 7:30 AM – 3:30 PM
- College of Health Science Library: 7:00 AM – 7:00 PM

- 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.

## 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 library director library@uob.edu.bh, Alternatively, the following electronic books recommandation form can be used to suggest new title for the library, the form is avalible in the following link :

https://library.uob.edu.bh/

## Circulation Services

University students, faculty and staff who hold valid University identification cards may borrow books from UOB libraries . 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**.

**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

**OVERDUE CHARGES**
- Books: There will be a charge for overdue book(s) of (**50** fils) per book per day (Sunday-Thursday).

**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.
   b)  BHD **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.

**LOAN RENEWALS**
Renewing loans can be done online via the your personal Libray account after log in.

## Information Services

## Library Instruction

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

The UOB library offers number of workshops, seminars and training courses to educate students, faculty and researchers on the resources available in the library and help them enhance their information literacy and learning skills.  Library orientation programs are of great benefit to new students and faculty. These orientation are organized on the beginning of each semester can be arranged within two day. 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 cite different kind of information sources
    - How to avoid plagiarism and understand copyright rules and academic honesty

Special sessions on how to get your research papers published are also organized for university researchers. These sessions are led by editors from major publishers like SAGE, Elsevier, Taylor & Francis, Emerald, and others.

## E-Resources

Electronic resources play a very important role in supporting teaching , learning and research activities at UOB . The library subscribes to number of 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 website:

https://library.uob.edu.bh/

## Interlibrary Loan

As part of UOB library ongoing effort to support the teaching, learning and research at UOB , the library offer Inter-library Loan and document delivery service for the items which are not part of our current subscription.

**The procedure for ILL service :**

- Please check first that the book or article you need is not already available at the University of Bahrain libraries.
- complete an Inter-Library Loan request form available on the following link . ( Add the link ) .

[https://library.uob.edu.bh/](https://library.uob.edu.bh/)

- If the reference is incomplete, please ask library staff to assist you.

**Sources for Inter-Library Loan**

- For articles, books and reports: Reprints Desk in the USA.

- We also borrow from (and lend to) libraries in Bahrain and other GCC countries.

**Entitlement**

Student faculty and researchers at UOB may use the Inter-Library Loan ( Document delivery service ) as follows and according to the rules listed below:

| Faculty and 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 |

2- Incomplete or illegible request forms will be returned to the requester.

3- 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.
4- 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.

## <u>Library online Catalogue</u>

The UOB library catalogue offer student , faculty and researchers access to the library system which will allow them to check the call number for each item, and where this items 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 website:
<center>[https://library.uob.edu.bh/](https://library.uob.edu.bh/)</center>

**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

Special Collections are located in the Central Library in Sakhir Campus, The Collections consist of local and international publications of the following:

- University of BahrainTheses and dissertations
- Gulf Cooperation Council publication (GCC)

## Computer Lab

UOB 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 programs.
- To access electronic journals, e-books, thesis and dissertations, 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.

## UOB Library Vision , Mission and Objectives

### Vision
The University of Bahrain Library aims to become a center 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 programs. It will empower students by establishing information literacy programs.

**Objectives**

Objective 1:    Develop learning and teaching resources
Objective 2:    Develop information services to users
Objective 3:    Develop information literacy programs
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