



جامعة فهد بن سلطان
FAHAD BIN SULTAN UNIVERSITY

LIBRARY MANUAL





Fahad Bin Sultan University

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Introduction

The Fahad Bin Sultan University (FBSU) Library provides well-equipped and functional physical spaces where students can pursue independent learning and discovery outside the classroom by being committed to education and exploration as essential participants in the educational community. The University Library also encourages scholarship and research productivity and stimulates education communities to drive. FBSU Library empowers positive change by bringing together diverse individuals, communities, and information to advance research, education, and innovation.

Mission

In support of FBSU's mission, the Library is dedicated to supporting the university's high-quality academic programs through the provision and continual improvement of critical information resources, engaging spaces, innovative technologies, and valuable services.

Vision

The FBSU Library aspires to be partners in scholarly and creative achievements by bringing together diverse individuals, communities, and information to advance research, education, and creativity

Values

The FBSU Library demonstrates our commitment to academic excellence through a strong service orientation and student focus. We celebrate the diversity of our community by providing access to a wide range of materials, recruiting a diverse staff, and making the Library a welcoming place for all. The FBSU Library supports experimentation to meet the strategic goals of the University and the Library.

Objectives of Fahd Bin Sultan University Library

FBSU library provides scientific resources for students and university employees by providing books, references, rich and varied collections, and other audio-visual teaching aids such as DVDs, maps and other teaching aids, and electronic databases that include 3 databases containing the equivalent of 100,000 titles and more than 5 million dissertations. The library provides a center for selling textbooks at cost prices to serve students. It also provides periodicals, newsletters, and weekly, monthly and annual magazines.

The library conducts introductory and training courses aimed at introducing students and new university employees to the library departments, how to benefit from the educational resources provided by the library, and how to use the electronic library and databases inside and outside the university.

Objectives of Fahd Bin Sultan University Library

The library, in cooperation with the Human Resources Department, holds educational courses for library staff to raise their efficiency at work. It also provides faculty members with textbooks, references, and educational materials needed by their colleges. The library maintains its own property in cooperation with the Public Utilities Department and the Information Technology Department through Create a periodic maintenance schedule for the library's facilities, tools and equipment. Accordingly, the objectives can be summarized as follows:

1. Providing library services to students and members of the teaching and administrative staff in the colleges.
2. Providing library services to researchers and academics.
3. Supporting research and scientific studies.
4. Providing various educational and teaching programs that students need.
5. Providing modern magazines and books to library users according to their needs.
6. Updating the library with the latest technologies, methods and modern developments in the field of library and information services to facilitate the search and retrieval process in the most accurate and fastest possible time.

Library Profile

The library is located on the fourth floor of the main building and has an area of 620 square meters. It also contains 10 double-sided open book stands, 5 one-sided book stands, 135 chairs, 17 large tables and 8 small tables, 6 sofas with three chairs and 6 sofas with two chairs

And 10 devices for students, 7 administrative devices, five administrative offices, and slide sensors. FBSU has several educational and technical departments and units dedicated to enriching learning resources and contributing to the students' professional development. These mainly include the:

- Library Unit
- Information Technology Centre
- Learning Resources Centre
- E-learning Department

Learning Resources Center

The learning resources center is located on the fourth floor of the main building. The learning resource center is a fully carpeted space with a total area of 350 m². It Includes a fully furnished training room with a seating capacity of 20 persons supplied with: Smartboard, projector, instructor workstation, student work table and chairs . It also includes a larger area supplied with:

- Seven computer workstation
- Training area with a training capacity of 20 persons
- Student work table and chairs
- Two white boards
- Smart TV
- Help desk
- Discussion/ tutoring/ study area with a seating capacity of 20 persons



Library Services & Resources

Library resources are maintained in a readily accessible location. The library is open to students and staff for appropriate periods (Sunday – Thursday: 8:00 a.m. to 9:00 p.m.) to enable access both during and after class time. The Library houses digital reading halls and digital ebook facilities ([3.6.6_d_4](#)). Facilities like software support of Libsoft, computer with internet access and e-journals are available ([3.6.6_d_5](#)). The Library provides a variety of learning resources through its digital, audible and silent reading halls, subscriptions to national electronic libraries and international digital databases, along with its state-of-art Learning Resources Centre. Reliable systems are in place for managing the loan and return of materials, including efficient follow-up for overdue materials.



The Circulation Desk Services

The Circulation Desk deals with more than 12, 000 books, scholarly journals, reference materials, and learning tools and materials which are ready to be lent to students, faculty members and other stakeholders, according to a set of procedures and regulations pertaining to the library. Books, scientific journals, and other reference materials are available in both Arabic and English as required by faculty or students.

FBSU Library uses the Dewey Decimal Classification System (DDCS). DDCS is one of the library classification systems in the modern sense, and it is the first system for classifying libraries, as well as it is considered the most famous system ever. The first edition of this classification was issued in 1876 AD, and the basis of this system is the process of dividing human knowledge into ten main sections. Ten sub-sections are divided from the main sections. The classification is carried out according to a group of main sections, and a group of sub-categories branch out from it. Holdings are divided in this system under ten main sections that take numbers ranging from 000 to 999 as follows:

FBSU Library DDCS System

- 000–099, General Works
- 100–199, Philosophy and Psychology
- 200–299, Religion
- 300–399, Social Sciences
- 400–499, Language
- 500–599, Natural Sciences and Mathematics
- 600–699, Technology
- 700–799, Arts
- 800–899, Literature and Rhetoric
- 900–999, History, Biography, and Geography



Electronic Library

The library operates on modern electronic technologies that are efficient and effective. It performs a set of automated procedures such as indexing and search operations. It also includes bibliographic searches and organizes file titles, periodicals, books, serials, and magazines, in a purely electronic manner that works on various Internet networks. The electronic library is a reflection of traditional libraries in a modern technical style, as it provides the text of documents and various sources from their originals in books and then inserts and stores them on CDs, hard or floppy disks, as it is a container for a group of materials and books compact and stacked in traditional libraries.

The Saudi Digital Library (SDL) is one of the largest academic gatherings of information resources in the Arab world, as it includes more than three hundred thousand scientific references, and covers all academic disciplines, in addition to its perseverance in the continuous updating of this content, which achieves a huge accumulation of knowledge in the long term. The library has more than three hundred international publishers, and it is worth noting that the library has won the Arab Federation for Libraries and Information Award (إعلم) for distinguished projects in the Arab world in 2010.

Electronic Library

FBSU is working to renew the annual subscription to SDL to provide electronic services and scientific materials necessary for students and university employees. The university has a subscription to 3 electronic databases, namely:

1. **E-Library database:** This database houses over 4,500 libraries worldwide and serves over 19, 2 million users, and over 500 global publishers.
2. **Emerald database:** Emerald specializes in journals and books on business and management, with a strong presence in disciplines including social sciences, engineering, linguistics and audiology.
3. **ProQuest database:** This is the most comprehensive database of scientific letters from around the world, with a timeline ranging from 1743 to the present, providing a complete text for alumni works from 1997 with selected complete texts written before 1997.

Department of Bulletins and Periodicals

It contains magazines, pamphlets, and periodicals issued by government and private agencies, such as the Commission for the Promotion of Virtue, the Ministry of Environment, the Ministry of Defense and Aviation, hospitals, clinics, universities, schools, and institutes. They are issued periodically, some weekly, some monthly, and some annual. They are available to students and university employees as gifts without charge.

Book Store

It contains a variety of books and academic references intended for sale to students and employees of the university and sold at cost to reduce the financial burden on students.

Graduation Projects Section

It contains students' graduation projects in the previous years, classified according to the college, and the student can view and benefit from them.