

### Library Time

The library is open during official working days, Saturday to Thursday, from 8:00 am until 8:00 pm and on Friday from 2:00 pm until 8:00 pm during the main semesters.

### Borrowing Time

Borrowing operation is available during official working days, Saturday to Thursday, from 8:00 am until 8:00 pm and on Friday from 2:00 pm until 8:00 pm during the main semesters.

### Borrowing Regulations

- \* Student must register to create a library's account to be able to borrow books.
- \* No individual shall be entitled to take any book out of the library without going through the lending process.
- \* Student can reserve a book that they intend to borrow for only one day.
- \* Each Student must borrow the desired book on his/her account by himself/herself.
- \* Student must return the books borrowed on his/her account by himself/herself to library Staff.

### Number of books allowed for external loan

- \* Faculty members: (8) books for one semester.
- \* Administration staff: (4) books for two weeks, renewable only once.
- \* Master students: (5) books for 6 weeks, renewable only once.
- \* Undergraduate students: (4) books for two weeks, renewable only once.

### Fines

Library will collect (100 fils) on each book for each day of delay.

### Books Loss and Destruction Fines

- \* If a patron loses a library book, he/she pays double the price of it in addition to binding cost.
- \* If a patron damaged a library book, he/she pays three times its price in addition to binding cost.

### Reservation Shelf

- \* Books are placed on reservation shelf upon request of the faculty or at the initiative of library staff and based on the demand on each book.
- \* Books on the reservation shelf are only used within the library. Student must hand over his/her university card to the library personnel upon receipt of the book.
- \* Books on the reservation shelf could be borrowed for only one night, it will be handed over one hour before the end of the official working hours of the library, and must be returned an hour after the beginning of the next day official working time.
- \* A patron may not borrow more than one book from the reservation shelf.
- \* Patron must return the borrowed reservation shelf book himself/herself in order to get their university card back.

### Library Hall

The library is built on a beautiful place that encompasses an area of 1000 square meters. It contains Arabic and Foreign books, periodicals and theses. Books are arranged according to the Dewey decimal classification from 000 - 999. The library includes 10 research rooms, Faculty and Students at all levels can book and use these rooms by following library rules.

### Printing and copying services

- \* Researchers can copy references, theses, periodicals and special collections that are not allowed to be taken outside the library using an electronic card that can be charged. A patron cannot print more than %10 of the book or any other type of information source according to the copy right regulations.

### Periodicals

- \* Current Periodicals and Back Issues are available in the main library.
- \* Current periodicals are arranged on shelves according to disciplines and subject matter.
- \* the last issue of periodicals is displayed on shelves followed by the back issues that are arranged according to their date of issuing.
- \* Periodicals are not allowed to be borrowed outside the library, but are used inside only.
- \* Library users can copy articles from periodicals.



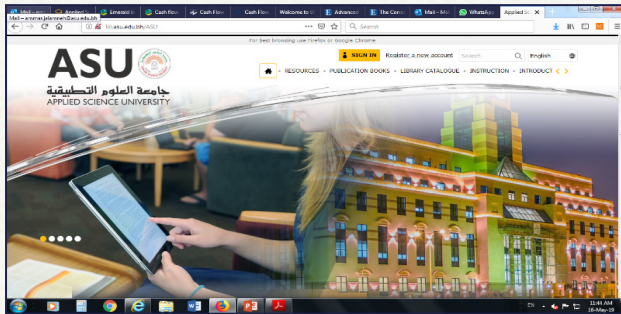
### International Databases:

- 1. ProQuest:** Architectural Periodicals offers a comprehensive listing of journal articles published worldwide.
- 2. Ebook:** Includes books in all scientific and humanities subjects.
- 3. ARADO:** Publications of the Arab Administration Development.
- 4. EMERALD:** Includes a wide collection of journals, books and case studies.
- 5. EBSCO:** Includes a collection of books, journals and research databases.
- 6. ACM:** One of the most important digital libraries in information technology and computer science.
- 7. The Learn Book:** Includes books and references in all Fields.
- 8. Dar AlMandumah:** It contains around 60000 PhD and master's theses in all academic disciplines especially social sciences.
- 9. Science Direct (Scopus):** Scopus uniquely combines a comprehensive, expertly curated abstract and citation database with enriched data and linked scholarly literature across a wide variety of disciplines.
- 10. Material ConneXion:** World-class materials library and consultancy and a resource for furniture and architectural design.
- 11. LexisNexis:** Provide unparalleled legal and business information with analytics and technology.
- 12. TurnItIn:** A software used for plagiarism check of student's researches and theses.

### Library's Portal

Register through 3 easy steps and become a member to search through international databases:

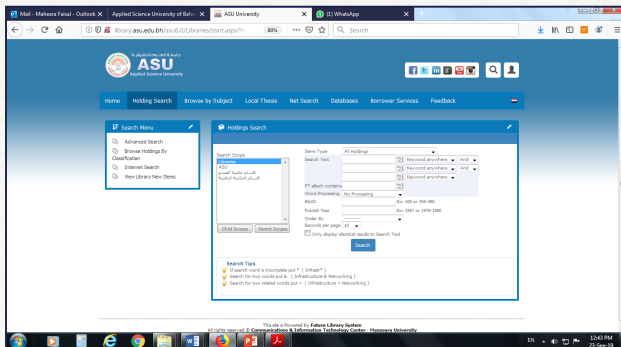
1. Go to (lib.asu.edu.bh)
2. Fill up the form and create your personal username & password (use your university's email)
3. Ask the library's staff to activate your account



Welcome, you are now a member

### How to find a book in the library?

- \* You have to be a member in the library's portal (lib.asu.edu.bh)
- \* choose library catalogue from the main menu.
- \* Type the text in the search box then click search.
- \* After finding the required book, open the details section to get its classification code and search the shelves for the book according to the Dewey Decimal number mentioned.



### General Instructions

- \* The library timing must be respected.
- \* Mobile phones must be silent at all times in the library.
- \* Users must maintain order and cleanliness in the library.
- \* Users must respect the library's holdings.
- \* Users must maintain calm and quite in the library.
- \* Users must leave books on the tables after use.
- \* The library prevents booking of any seats or tables in the library.
- \* Patrons should use computers available in the library for research purposes.
- \* Damaging or adding notes to the library's books and resources is forbidden.
- \* Food and drinks are not allowed in the library.
- \* Users must have their own library accounts in order to be eligible to borrow library materials.
- \* If a student is not following the library rules and regulations, library staff has the right to ask them to leave.
- \* Library's staff are always at your service, please cooperate with them to provide outstanding services.

# ASU



## جامعة العلوم التطبيقية

APPLIED SCIENCE UNIVERSITY

معتمدة من مجلس التعليم العالي

Accredited by the Higher Education Council

# Applied Science University's Library User Guide

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