

Khalifa University of Science Research and Technology (KUSTAR) Libraries Guide

Aims and Objectives:

KUSTAR Libraries are committed to provide library services to reflect, support and fulfill the institutional goals of the University. The aim of the Libraries is to collect, organize and facilitate the use of information resources that will support the educational and research programs of the University. This is achieved through the following objectives:

1. Acquiring information resources in all fields of study that are relevant to the KUSTAR academic programs.
2. Organizing these materials according to internationally recognized standards and systems.
3. Facilitating the retrieval of material by providing adequate bibliographic searching tools.
4. Providing suitable physical facilities that will enable users to utilize the libraries effectively, including furnishing, equipments, and space for browsing, reading, and study.
5. Encouraging students to use the libraries extensively and helping them develop adequate information seeking skills.

The Library Building:

The 2 libraries are located in the center of University buildings and easily accessible to the University community. The libraries provide room for operations, resources and services, together with enough seating for the users.

University Libraries Working Hours:

The Sharjah campus library remains open daily for 12 hours, while Abu Dhabi campus library opens for 9 hours.

The weekly working hours are as follows:

- Sunday-Thursday from 8.00 to 21.00 (Sharjah campus).
- Sunday- Thursday from 8.00 to 17.00 (Abu Dhabi campus)

- The two libraries are generally closed on all UAE national holidays. and the working hours are reduced during Ramadan.

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The Libraries Resources:

The University libraries have a diverse collection of resources that include:

1 Online Catalog: (find books) this includes over 12000 records of books and monographs covering wide range of telecommunication, electronic and computer engineering. Basic search by author, title, and subject or advanced search using the Boolean logic (and, or, not) are applicable.

2 Electronic Resources:

(a) Electronic journals: (find article)

- **IEEE** (Institute of Electrical and Electronics Engineer): the libraries subscribe to ASPP (ALL-Society Periodicals Package) which gives access to 128 IEEE journals, transactions, and magazines. Basic search, browse a journal, or advanced search could be conducted. Full text of periodical articles up to 5 years back could be viewed and printed.
- **IET Digital Library** (Institution of Engineering and Technology) holds more than 60,000 technical papers from all IET journals, magazines, conference publications and seminars. Basic search by author, title, subject or advanced search are available.
- **ACM Digital Library** (Association for Computing Machinery) gives access to full text contents of the five printed journals to which we subscribe.

(b)Web databases: **INSPEC** (find bibliographic citations and abstracts) this is a bibliographic information service providing access to the world's scientific and technical literature in electrical engineering, electronics, communications, computers, information technology, physics, and control engineering. INSPEC, which was formed by IET, covers over 3850 scientific and technical journals and some 2200 conference proceedings, as well as books, reports and dissertations. The database now contains over 9 million bibliographic records and is growing at the rate of 500,000 records each year. Basic and advanced searches are available.

(c) **Multimedia:** the libraries have a collection of more than 400 videos, audio cassettes, and CDs containing training materials on engineering and English language

Acquisition and Collection Development:

Collection development encompasses implementing, monitoring, and evaluating the collection development program including formulation of collection policies, budgetary management, selection and acquisition of library materials, evaluation of the collection and weeding out obsolete materials. The libraries have embarked on a policy of building a balanced collection of core journals, reference sources and audio-visual materials in fields of electrical engineering, electronics, telecommunication engineering, business and management.

The University academic bulletin, which is updated yearly, is the main source for the libraries acquisition and collection development. Recommendations for new acquisitions are sought directly from the teaching staff each year ensuring support for all University academic programs. However, suggestions from students and other technical support staff are also considered. Suggestions are reviewed continually and recommendations from the librarian are submitted to the University Manager for approval.

Weeding Out:

Materials that cease to be useful to users are periodically withdrawn from the libraries collection. On considerations of use, physical conditions, timeliness, or duplication, unwanted materials are annually discarded. Suggested weeded out materials are reviewed by the Head of Libraries and submitted to the University Manager for approval. The weeded out materials are disposed off through gifts and exchange to neighboring libraries.

Organization of Materials:

All library materials are arranged and organized on the shelves according to the Dewey Decimal Classification System (20th ed.). Current journals are displayed alphabetically by title. All materials are openly accessible by the users.

Library Services:

The University libraries provide the following services:

1. **Borrowing:** the libraries circulation policy stipulate that:
 - All members of the University community (teaching staff, administrative staff, postgraduate and undergraduate students) are eligible to borrow materials from the two libraries.
 - Teaching staff and postgraduate/research students can check out 10 books for one semester plus 2 issues of periodicals for overnight, while undergraduate students and administrative staff may borrow 5 books for 2 weeks.
 - Reference books, reserve books, unprocessed books; original audio-visual materials, final year project reports, and newspapers are non-circulating materials.
 - All loaned materials are subject to recall by the libraries earlier than their due date, if required urgently for teaching purposes.
 - The borrowed material can be renewed once for the same period provided that another user does not require it.

2. **Interlibrary Loan and Document Delivery:**

Photocopies of periodical articles and conference papers not available in the libraries can be obtained from the British Library when requested by the teaching staff and postgraduate students. Photocopies can be ordered electronically and received by postal service with 10-15 days.

3. **Online Public Access Catalog (OPAC):**

The University libraries are fully automated using Virtua Integrated Library Management System. Users can search the

automated catalog by a number of search tools including title, author, and subject through a number of PCs located within the University premises or via off-campus access. Search results can guide the user to the location of the book on the shelves by indicating its call number. The OPAC can also tell if the book is available or on loan. The user can review his record (to see checked out or overdue items, transactions history), renew an item from the checked out, or recall a checked out item.

4. **Accessing Electronic Resources:**

The University libraries provide online access to a number of Electronic Resources via Virtua Integrated Library Management System iPortal, including INSPEC bibliographical database, and e.journals of IEEE explorer, IET Digital Library, ACM Digital Library.

5. **Photocopy Services:**

The libraries provide self-photocopy facilities to staff and students free of charge.

6. **Current Awareness Service:**

The libraries scan local daily newspapers for relevant news on education and telecommunications. Press clippings made available for University staff via the Intranet.

7. **Managing Textbooks:**

The libraries are responsible for managing textbook collection. Textbooks are recommended by the academic staff while the libraries undertake the responsibility of ordering, issuing them to students at the beginning of the academic year, and get them back at the end of the year.

8. **Reference and Information Services:**

Reference and information services are provided to the users by the libraries staff. Assistance in locating a particular book on a specific topic using the libraries OPAC, guidance in searching information

from reference source, or help in searching INSPEC database, or e-journals, are frequently met by the libraries staff.

Library Evaluation:

The Review Panel, chaired by the Academic Director, meets annually for the evaluation of the University libraries performance. The Review Panel normally consists of the Postgraduate Director, Heads of Departments, and student representatives. Evaluation standard criteria have been designed as a basis for the review. The Review Panel produces a report for the University Manager that outlines the current effectiveness of the libraries and proposing further improvements.

Internal Documents:

The libraries keep copies of the latest versions of University produced volumes. These include: the Academic Procedure Manual, Academic Bulletin, University Prospectus, student handbook, Health and Safety Manuals, and other relevant documents.

Library Staff:

The number of the libraries staff is monitored so that it complies with the international standard ratio of the number of the libraries users to the libraries staff.