



جامعة الملك فيصل

King Faisal University

عمادة شؤون المكتبات

Deanship of Library Affairs



About the University Libraries

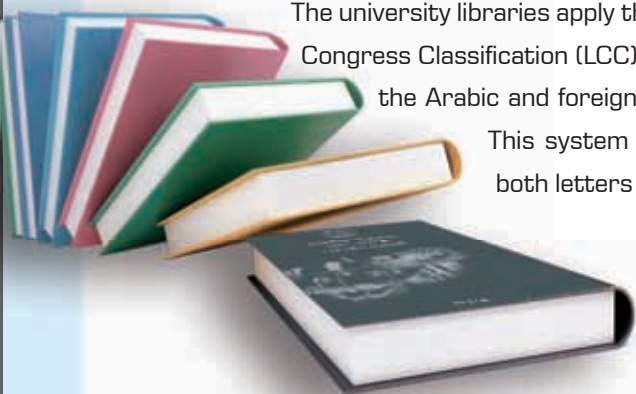
The library is one of the pillars of the educational process at university, as it is considered the main source of information and knowledge for researchers and students. The cognitive component (i.e., books, periodicals, CDs, e-resources, research databases, etc.) is one of the three sides upon which the educational process is based. The other two aspects are student and instructor.

With the development of the university, the increase in the number of faculties and departments and the university's keenness to develop libraries, independent deanship has been established.

The Deanship of Library Affairs at King Faisal University provides services to students, academic staff, the university employees and the other members of the community.

The university libraries apply the Library of Congress Classification (LCC) to organize the Arabic and foreign collections.

This system is based on both letters and figures.



The Deanship Total Quality Management Philosophy:

The Deanship of Library Affairs adopts a total quality management philosophy based on directing all technical, administrative and financial services and activities towards the satisfaction of its employees and the parties in question, with the continuous development and improvement in the quality of offered educational services, through a system based on commitment to the objectives and targets of the university. A system will also be used to evaluate the performance in order to fulfill the academic accreditation and total quality management standards.

Vision:

The library is to be the gate of King Faisal University for knowledge society and window on information world.

Mission:

Serving the society through excellence in providing a wide range of information sources and facilitating access and benefit from them.

Values:

- Leadership (innovation, creativity and excellence)
- Societal responsibility
- Quality (continuous improvement and development, as well as professionalism and proficiency)
- Teamwork
- Dissemination of knowledge

Objectives:

1. Offering various sources of information for educational, research and applied purposes
2. Providing and facilitating access to information sources and services.
3. Effectively managing the human resources at the administrative and technical system of the Deanship of Library Affairs.
4. Stimulating the self-learning process and engaging in the educational process.
5. Cooperating with the information facilities and the relevant authorities, and participating in serving the society.

Library Services:

1-Borrowing:

The borrowing service is provided to the faculty members, students and employees, as well as subscribers from outside the university according to specific conditions. This service is offered by the Borrowing Department, and the following table illustrates the number of books allowed to be borrowed and the period of borrowing:

Membership	Number of Books	Loan period
Faculty members	10	1 month
Lecturers and Instructors	7	1 month
Graduate students	7	1 month
Undergraduate students	5	15 days
University employees	3	15 days
Members from outside the university	3	15 days

Borrowers may renew the borrowing period three straight times maximum unless other borrowers request the books.

The materials that are not allowed to be borrowed:

- General references such as dictionaries, encyclopedias, etc.
- Special collections such as rare books, manuscripts and theses
- Audiovisual materials such as films, slides and CDs.
- Reserved books - Only version
- First version (C1) - Periodicals

2- Current awareness and selective broadcast of information

Briefing beneficiaries and those interested on the sources of recent information automatically and regularly

3- References

This service includes helping to use the electronic library and to respond to inquiries.

4- Searching in the database

The Deanship has posted databases on the Internet, which can be accessed from inside and outside the university.

5- Digital manuscripts

The Deanship has converted its paper manuscripts into the digital format developed some manuscripts and established a database for them on the internal network.

6- Borrowing and self-returning

This service allows the library visitors to borrow books through the RFID systems, in addition to returning them through other specialized systems.

7- Receiving the visually-impaired and blind people

A special hall was established to serve the visually impaired people. It is equipped with some acoustic and tactile devices with a Braille printer.

8- Training

The Library holds training sessions throughout the semester, which aims to spread cognitive awareness of the information sources available at the university and how to use them.

9- Supply of sources

The Library can offer the sources which are needed by faculty members and researchers and which cannot be obtained through the local sources. These sources can be obtained through the global information warehouses.

10- Proposal of information sources electronically

This electronic service has been developed by the Library to enable the university employees to participate in the selection and proposal of the Library's information sources.

11- Electronic scanning

The Library provides some devices, which convert paper into electronic materials.

12- Internet

The Library has a hall equipped with topnotch technologies to offer an electronic window on the digital information warehouses.

Electronic Library:

With the great development in the field of information technology, several programs specialized in supplying, organizing and retrieving information across local area networks and Internet have emerged. This accordingly led to the appearance of an electronic or virtual library, which includes different information components. These components can easily be searched, saved and retrieved - (such as the dictionaries, encyclopedias, electronic books, periodicals and researches) - in different forms - (such as databases and compact CDs) - as the information appears to the user in different formats and extensions.



The Deanship of Library Affairs is one of the pioneering academic institutions to take advantage of this qualitative leap in this field across the Kingdom and the Arab world, as it provided to the university members a variety of electronic information components in different formats in order to support the educational process with what is sophisticated and convenient. There are some electronic library components, most important of which are:

- 1- Full text databases
- 2- Abstracts Databases

3- Journal search engine

It is a database containing a big set of the scientific magazines in different fields. It is collected from different databases. The search can be made in the engine by the first letter of the magazine or the publisher name.

4- E-Books

The Deanship of Library Affairs website offers links to some websites that contain a large number of e-references in different fields. One of these databases contains more than 114.000 electronic books. Researchers can benefit from these databases by visiting the referred URL:

<http://www.kfu.edu.sa/ar/Deans/Library/pages/sdl.aspx>

5- Compact CDs:

Some of the university libraries have a large number of organized compact CDs. You can check the CD catalogue via the Library website. These collections include:

- Doctoral dissertations
- Master's thesis
- Researches
- Books, encyclopedias and dictionaries
 - Annual reports of organizations, ministries, government institutions and international organizations
- Educational programs of most specialties.

Online Catalogue:

The KFU library's online catalogue is an electronic search list, through which you can browse the library components such as books, periodicals and publications. It is a service provided through the Symphony software for automated libraries. The university libraries have computers that can be used for this purpose, and the online catalogue can be accessed through the Internet.



There are various ways for searching the online catalogue, depending on the information that the researcher needs. The following are the most important ways:

- Search by title or keyword of the title
- Search by author or keyword of the author
- Search by topic or keyword of the topic

In this catalogue, all kinds of information can be searched in various ways (quick search, general search, advanced search, etc.). This system offers other services like borrowing or renewal the borrowing period by writing the university number and the password (1234), which can be changed when accessing the online catalogue. Accordingly, the users can borrow and renew items directly through the Internet.

The online catalogue can be accessed through the following link:

<http://elibrary.kfu.edu.sa>

Community Partnership

In addition to the services provided by the KFU libraries for students, faculty members and university employees, the Deanship of Library Affairs is keen to expand its services to the benefit of the surrounding community, where the borrowing service for the employees of the government and civil institutions are offered according to principles and regulations ensuring the maintenance of the library components.

The Deanship of Library Affairs also allows non-employees of the university to take advantage of the capabilities and services available at its libraries according to certain conditions. In addition, the Deanship donates several versions of the university to academic and government institutions inside and outside the Kingdom.

The Deanship of Library Affairs seeks to develop its services to the community through a partnership with several scientific institutions, such as:

- King Abdulaziz Foundation
- King Faisal Center for Research and Islamic Studies
- Ministry of Education
- Al Ahsa Literary Club
- King Fahd National Library
- Arabic Union Catalog
- King Abdulaziz City for Science and Technology (KACST)



وزارة التعليم



Knowledge sections / classification scheme

The KFU library uses the Library of Congress Classification (LCC), which divides the human knowledge into 21 sections, as follows

Section	Symbol
General knowledge	A
Philosophy, Religion	B-BJ
World History	C,D,E,F
Geography and Cartography and Anthropology	G
Social Sciences	H
Political Sciences	J
Law	K
Education	L
Music	M
Fine Arts	N
Language and Literature	P
Science	Q
Medicine	R
Agriculture	S
Technology	T
Military Science	U
Naval Science	V
Bibliography, Library Science	Z

Working Hours

Central Library:

The Central Library is open for all users from inside and outside the university, according to the following schedule:

Men : From Saturday to Wednesday: From 8:00 am to 9:30 pm

Saturday: From 10:00 am to 1:00 pm

Women : Monday: From 8:30 am to 2:00 pm (female only)

Men : Monday: From 2:00 pm to 9:30 pm

Female Students' Library:

The working hours of the Central Library for all users start from Sunday to Thursday, from 8:00 am to 5:00 pm.

Saturday: from 9:00 am to 1:00 pm.

Contact Us



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