Siraj platform user guide

(to manage library services)

2022-1443

SERAJ
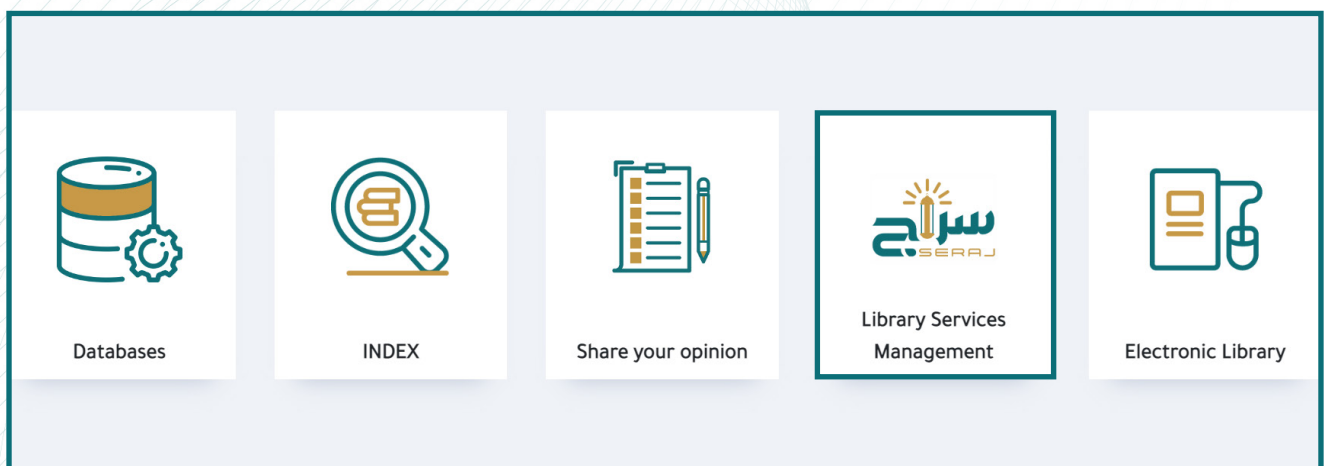لإدارة خدمات المكتبة

Contents

Introduction:

Siraj platform provides a set of distinguished electronic services, which were launched to facilitate and implement a set of procedures and services that address the needs of beneficiaries, researchers, and patrons of the central library.

Siraj can be accessed through:

▶ **Enter the university home page and click on the (Kafu) icon**
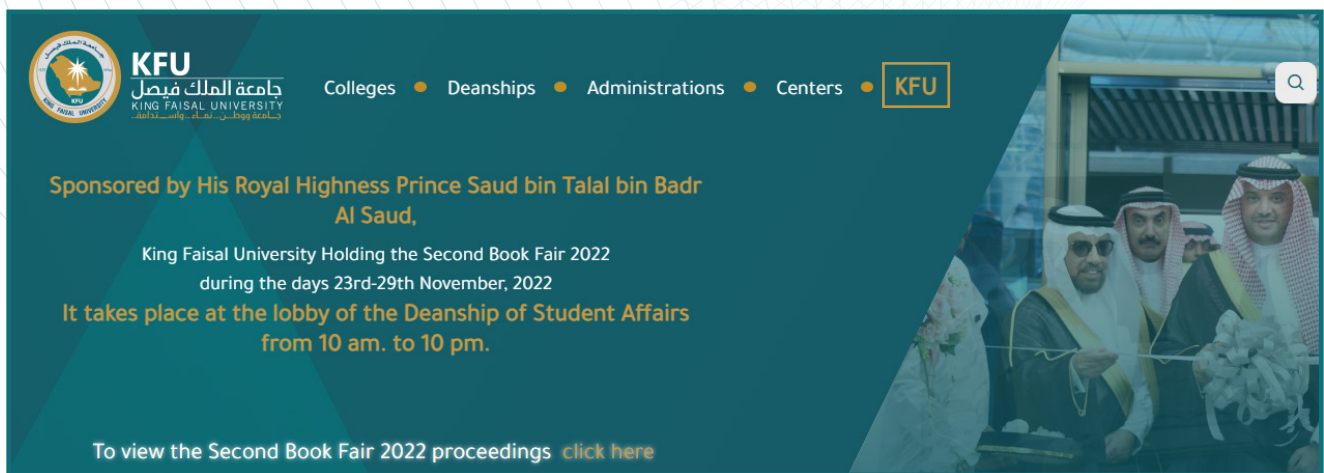
▶ **Or by visiting the library website of the Deanship of Library Affairs and clicking on the (Siraj) icon**
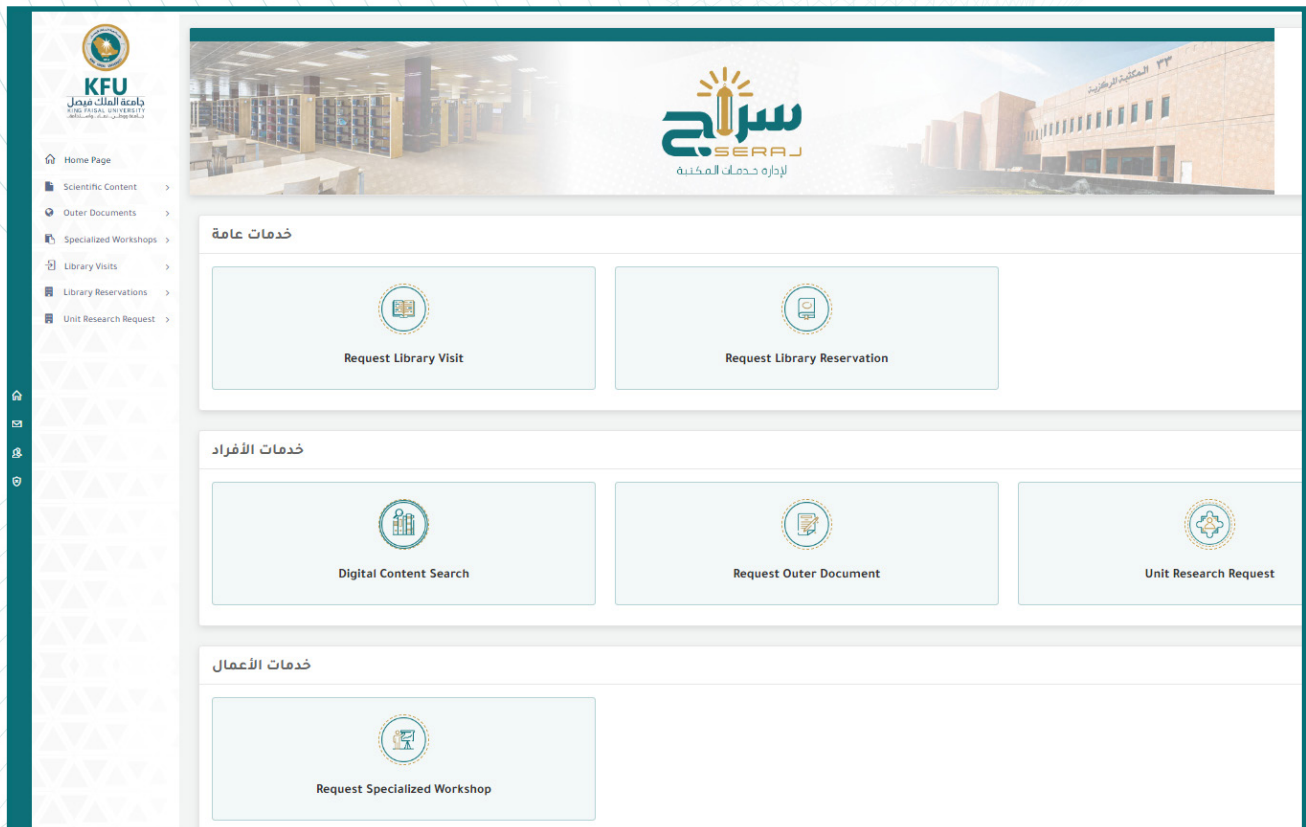

| Databases | INDEX | Share your opinion | Library Services Management | Electronic Library |

Direct link:

https://services.kfu.edu.sa/Seraj

Or through QR:

▶ **Access to the services is as described below**

First: Theses & dissertations

1. Searching for a scientific thesis:

This service is aimed at searching for scientific theses available on Saraj platform, which provides the full text to the content of the researchers, the students of high studies, and faculty membership of the university's, A summary of thesis is presented to the beneficiaries of all segments of the external society.

The search is carried out through the following steps:

- Choose the search service for a scientific thesis.
- Select the type of search:

1. Determine the academic degree for the thesis (Master's/PhD).
2. Search by title.
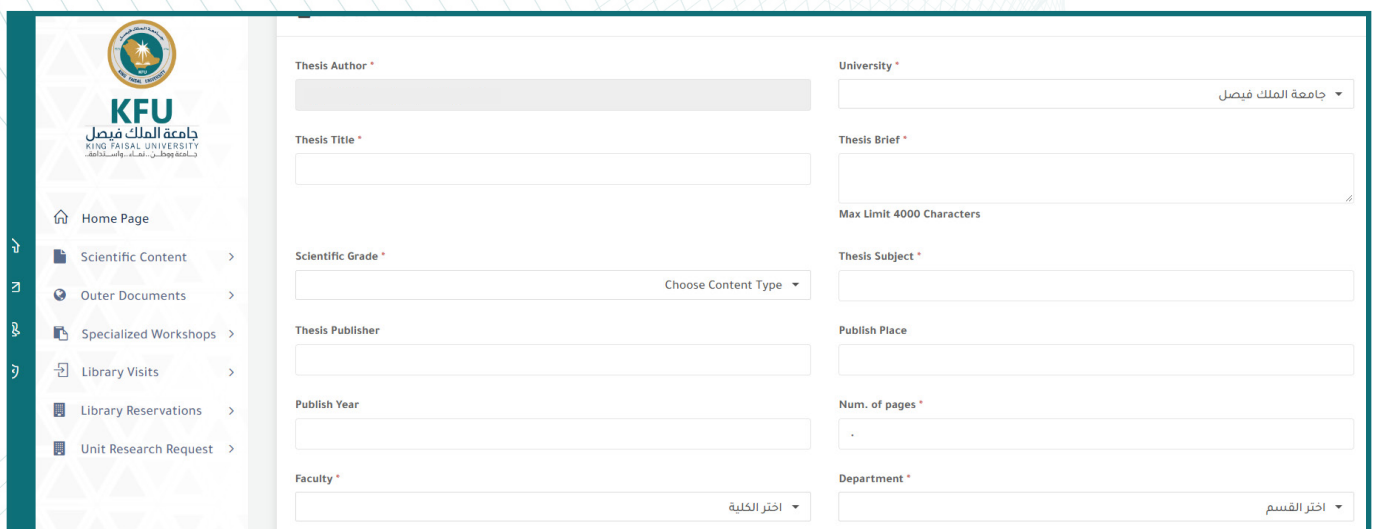3. Research through the subject area of the thesis.
4. Search by author.

▶ The thesis can be reviewed by clicking on the review icon

2. Depositing and researching theses:

This service enables postgraduate students to deposit their theses and dissertations after they have been approved for publication through the Deanship of Postgraduate Studies.

This service also saves time and effort for the student in the process of depositing the thesis, and ensures that it is preserved electronically and on the library shelves, and enables researchers and postgraduate students to view, retrieve and benefit from it, after its approval on the platform.

This process is completed by filling out the deposit form with the following steps:

- The name of the researcher is written in full as it appears on the cover page.
- University selection.
- The title of thesis should be written in full as it appears on the cover page.
- The abstract of the thesis should be written in full and should not exceed 4,000 characters for the abstract in Arabic, and 8,000 characters for the English language.
- Determine the academic degree (Masters/PhD).
- Field of study (subject of study).
- Publisher. The body that authorized the publication of the scientific thesis
- Place of publication and number of pages.
- College and department.
- Attach a document proving the arbitration of the document.
- Attach the full text of the thesis in PDF format (without encryption), and the storage space should not exceed 10MB.
- In the event that the conditions are met, a message will be sent to the beneficiary's e-mail stating the acceptance or rejection of depositing the thesis with an explanation of the reasons for rejection.

▶ **To follow up on the status of the request, you can go to the previous requests icon**

Second: External documents

Request a document from external libraries:

The Deanship of Library Affairs is keen to benefit researchers from students and faculty members in various ways and all available capabilities in providing distinguished information services, as it is aware of the importance of scientific information to them. What encouraged the deanship in the contracting partnerships with international offices, through this service, the students and faculty members are able to present a scientific documentary at the Saraj platform, to obtain a document from the British library, through

filling out a document request form from external libraries as follows:

- Ensure that the document is not available in the central library, the Saudi Digital Library, or any other open source.
- Confirm the university number, as it will be automatically included.
- Verify the email as it will be included automatically.
- The applicant's name will be included automatically.
- The name of the author of the document.
- document title.
- Whether it is an official or private entity, as well as the name of the scientific journal.
- publisher.
- Year of publication, and number of periodicals.
- Submit the form.

▶ **To follow up on the status of the request, you can go to the previous requests icon**

Third: Workshops

This service is provided through the platform and targets all segments of society, whether the university's employees or its affiliates, or those outside the university. This service can be requested by filling out the form available

on the Siraj platform as follows:

- The applicant is entered automatically.

- email, and it is entered automatically.

- The name of the organization organizing the workshop.

- The address of the organization organizing the workshop.

- contact number.

- Title of the proposed workshop.

- The aim of the workshop, in which it explains the topic and elements of the workshop.

- The total number of trainees, appropriate halls are selected according to the expected estimate of attendance.

- The date and time of the workshop.

▶ To follow up on the status of the request, you can go to the previous requests icon

Fourth: Visiting library

Library visit request:

This service is provided by filling out the form for this service through the Siraj platform. It aims to organize external and internal visits. It targets all segments of society, government institutions, schools, companies, and individuals.

This service is provided by filling out the form described in the following steps:

- Enter the name of the beneficiary: persons, official and unofficial entities.
- Data of the beneficiary: (e-mail, contact number).
- Determine the place of visit (which means one of the sections and halls of the library).
- Determine the date and time of the visit.
- The purpose from the visit.

▶ To follow up on the status of the request, you can go to the previous requests icon

Fifth: Reservation of a facility

Facility reservation request:

The Deanship of Library Affairs was interested in providing distinguished services, in order to make maximum use of its facilities, targeting all segments of society, whether the internal community or those outside the university. Through this service, a request can be submitted to reserve one of the Deanship's facilities (lecture hall, study hall, theatre, etc.), through the Siraj platform.

This service can be obtained by filling out the following form:

- **Enter the name of the beneficiary (persons or official entities).**
- **Data of the beneficiary: (e-mail, contact number).**
- **Choose the type of reservation (reservation of individuals, or official and unofficial institutions).**
- **In the event that the type of reservation is (institutions), an official letter must be attached in the attachments.**
- **Choose one of the library facilities to be reserved, such as (training halls, research retreats....).**
- **Determine the reservation date by: View reservation dates.**
- **reservation time.**
- **The purpose of the reservation.**

▶ **To follow up on the status of the request, you can go to the previous requests icon**

Sixth: Request for library membership

It is a service provided by the Deanship of Library Affairs to the external community, not affiliated with the university, in order to benefit from some of the advantages and services provided by the central library, such as the loan service.

Membership can be requested by following the following steps:

1. Go to the university website and select the Deanship of Library Affairs from the deanships icon .

2. Choose Library Membership Request from the side menu.

3. Click on Request Library Membership at the bottom of the page.
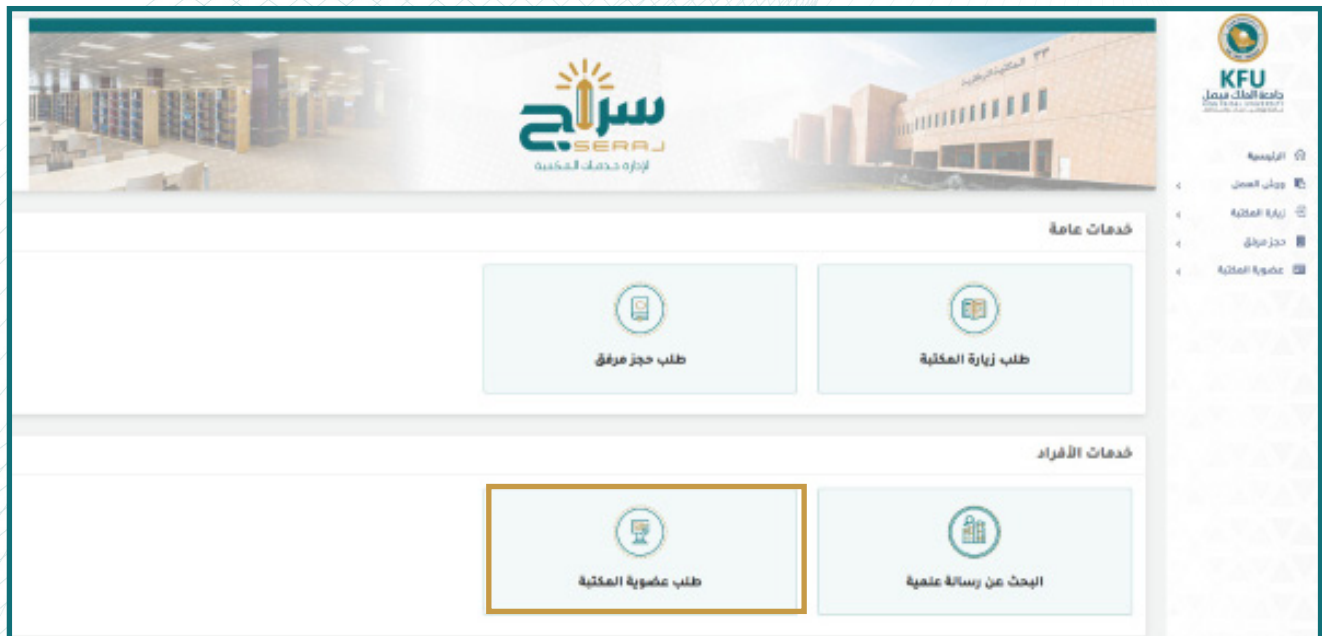
4. Acknowledging the validity of the information, pledging to abide by the instructions, and pressing the (Yes) button

5. Fill out the following membership application form, and then press the (Submit) button.

6. A notification will be sent via the e-mail registered in the system with the initial approval of the membership application, and the need to complete the procedures for paying the fees for the service by clicking on the link attached in the e-mail

7. Complete filling out the form and attach a copy of the national identity or residence, as well as attach a copy of the payment receipt, then press the (Submit) button.

8. You can check the status of the request (approval/rejection) by entering the previous requests by clicking on the (View) icon.
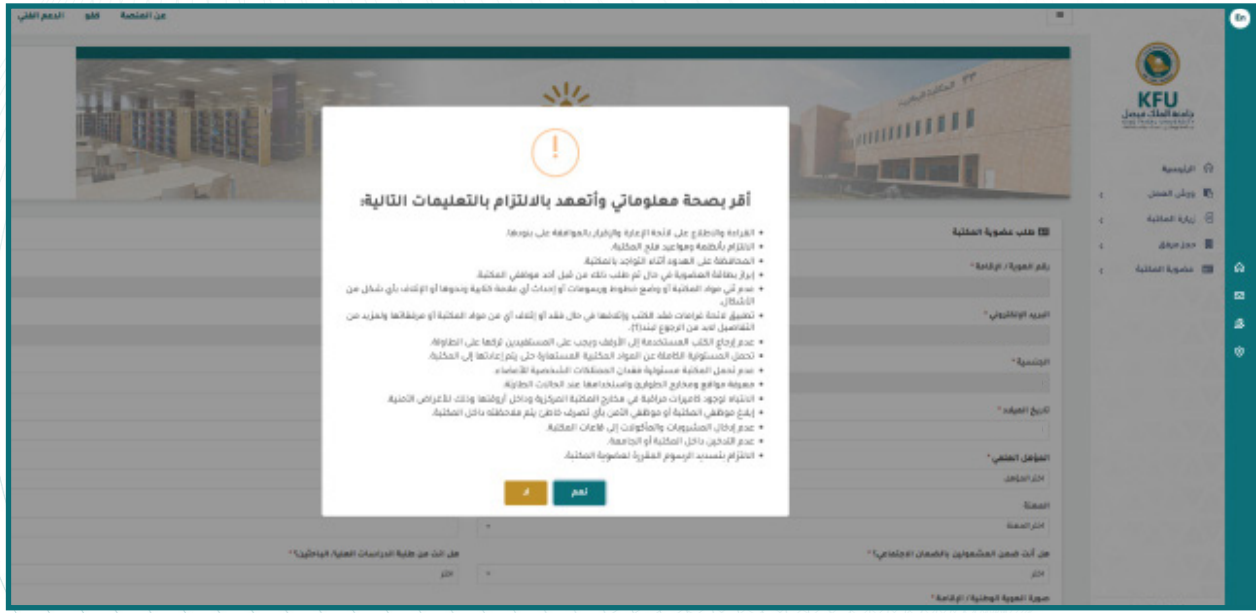
For more inquiries

Please contact the Beneficiary Services

✉ DL.csu@kfu.edu.sa

📞 0135895953