



Name of the Process:	COM-J LIBRARY POLICY AND PROCEDURES
Stakeholders:	College of Medicine-Jeddah, Library
Triggers:	N/A
Target:	Student, Faculty and Staff
Expected Time of completion (ETC):	N/A
Relevant Process:	N/A
Creation Date:	August 2016
Revision Date:	N/A

1. **Purpose**

The collection development policy of KSAU-HS at COM-J Library is a means to implementing the purpose of the University's general program, and to clarify for the librarian and academic community procedures used for collection development and evaluation.

2. **Library Objectives**

- 2.1 To develop collections of materials that support, enrich and satisfy the curricula and research needs of KSAU-HS at COM-J Library.
- 2.2 To aid and instruct students, faculty and staff in the use of the library and to provide bibliographic guides to the contents of the collection.
- 2.3 To investigate the changing educational needs of the community and to provide access of information, programs and services.
- 2.4 To provide reference and research services by a variety of means, including printed materials and electronic resources.

3. **Code of Conduct**

- 3.1 Leave your personal belongings such as handbags, briefcases, etc. outside the library entrance on your own responsibility. The library disclaims any liability for loss or damage.
- 3.2 Badge must be kept when entering the library.



- 3.3 Do not write, underline, highlighted, water damage, stains, torn pages or covers of any book. Library books are carefully examined on return and the borrower will be held responsible for the damage.
- 3.4 Do not reshelve books or journals.
- 3.5 Complete silence should be observed except for brief and subdued talk with the library staff.
- 3.6 Smoking, drinking and eating are not allowed in the library.
- 3.7 Keep your mobiles on silence within the library premises.
- 3.8 All belongings left for more than one day will be kept at the circulation counter.
- 3.9 Seats in the library cannot be reserved.
- 3.10 Insulting language or provocative behavior of any kind is not permitted. Students who exhibit such behavior will be asked to leave the library immediately.
- 3.11 In the case of a user attempting to steal or damage COM-J Library property, this matter will be referred to College disciplinary procedures.
- 3.12 Photography, videography and sound recording within the library are forbidden without the permission of the Library Staff.
- 3.13 Alumni are welcome to use all of the COM-J Library's facilities, but do not have borrowing privileges.
- 3.14 Children under the age of twelve are prohibited in the library.
- 3.15 Conducting surveys of any kind without the prior permission of COM-J Library Staff is not permitted.

4. General Collection Development

Librarian has the primary responsibility of the Acquisition for collection development but will also encourage the faculty in each department served to select materials and build the collection. The guidelines for materials selection for the COM-J Library are as follows:

- 4.1 Faculty recommendations
- 4.2 Library User's (student, faculty and staff) recommendations
- 4.3 Reviews of professional literature
- 4.4 Price and date of publication
- 4.5 Relation to current trends/latest edition
- 4.6 Reputation of author and/or publisher
- 4.7 Strengths and weaknesses of COM-J Library's existing collection

5. Library Operations

The mission of the KSAU-HS at COM-J Library's Operation Section is to provide current, complete and accurate information regarding materials which are either in the library's collection or are accessible to library users through the online catalog (OPAC).

- 5.1 **Cataloguing:** Anglo American Cataloging Rules 2 (**AACR2**) and MARC system are being used for cataloguing.
- 5.2 **Classification:** National Library of Medicine (**NLM**) Classification Scheme for Bio-Medical subject is being used to classify the library literature.



5.3 Library Management System (SirsiDynix Symphony Software): An integrated library system (ILS), also known as a library management system (LMS), is an enterprise resource planning system for a library, used to track items owned, orders made, bills paid, and patrons who have borrowed. Each patron and item has a unique ID in the database that allows the ILS to track its activity.

Examples of modules included:

- Acquisitions (ordering, receiving, and invoicing materials)
- Cataloging (classifying and indexing materials)
- Circulation (lending materials to patrons and receiving them back)
- Serials (tracking magazine and newspaper holdings)
- OPAC (public interface for users)

6. Donations

6.1 The COM-J Library will accept donations such as books, journals, audio video materials, etc. that fit the scope of the library collection. Donated materials that become the property of COM-J Library are subject to library policies and procedures.

6.2 An acknowledgment of the acceptance of the donation will be in writing and forwarded to the donor.

6.3 Donated items may be rejected on the basis of poor physical condition, outdated content, inappropriate academic level or subject focus, any copyright or other legal objections. **(See APP 5.5.)**

6.4 If the COM-J library have existing copies (volumes and issues), donated items may be rejected to avoid maintaining multiple copies. Evaluations will be made in a timely fashion. **(See APP 5.5.4)**

7. Stock-taking/Inventory

After two weeks receiving all the borrowed books, the library staff will conduct an inventory process at the end of every academic year.

The purpose of this process is to check the availability and the physical condition of the library books in the current library holdings.

Procedure:

7.1 Before start the stock-taking; a circular will be issued to return all the library books to the library users.

7.2 Prepare a list of all library books with accession numbers

7.3 Check each book physically according to the subject wise arrangement on shelves

7.4 The books are available on the shelves; tick mark their accession numbers on the list.

7.5 All issued books will be counted and tick marks their accession numbers on the list.

7.6 Sort the list and prepare a separate list of all unmarked books.

7.7 Unmarked books will be considered as missing.

7.8 Try to find the missing books from other places of the library. e.g. cupboard, drawers, trash etc.



7.9 Finally, all unmarked books will be considered as missing and prepare a result and report of stock-taking of the year.

7.10 The stock-taking process will be started after 2 weeks at the end of every academic year.

Time Duration for the physical verification of the Books:

Approximately 300 books physically checked on the shelves for one day.

8. Circulation

The Circulation is perhaps the most widely used area of the library. All books from the regular collection are checked out from this area. However, of necessity, library materials can be circulated only to KSAU-HS student, faculty and staff.

8.1 Library Membership

Student Faculty, joint appointment faculty and staff, are entitled for library membership. They are required to fill a library membership form and submit at the circulation desk in the library. The library membership forms are available from the library circulation desk.

8.2 Borrowing Limits

Member Category	Borrowing Privileges	Days	Renewal
Student	02	14	14 days (twice only)
Faculty	04	30	30 days (twice only)
Staff	02	14	14 days (twice only)

8.3 Issue: Books will be issued on presentation of the badge ID. Members are required to check books, etc. at the time of issue. The member will be responsible for any damage detected subsequently.

8.4 Renewals: Books can be renewed twice, unless they are required by another member.

8.5 Reservations: Books can be reserved for 24 hours only, each registered user may reserve a maximum of two library items currently checked out to the others. By placing a 'hold', at the Circulation Desk, patrons will be notified when these items become available.

8.6 Recall: Borrowed material is subject to recall if needed by the library. Recalled material or items that are on hold cannot be borrowed. A material recalled by email or by phone, is considered overdue after (5) days. **(See APP 6.9.2)**

8.7 Overdue Notices: All items are considered overdue if the borrower has not returned them by the specified return date. **(See APP 6.1.3)**

8.7.1 If the student fails to return the book on the due date, the library will send reminder to the particular student, three times consecutively.

8.7.2 If the student still fails to return the book, his/her Library Services, Academic Grades and Student Services will be blocked.



8.7.3 The borrower's privileges will be suspended immediately until the items are returned. (See APP 6.1 3.1)

8.8. Overdue Fine:

8.8.1 Faculty and Staff: For overdue material, borrowers are fined ten (SR 10) riyals per day or a maximum of five hundred (SR 500) riyals. (See APP 6.13.4)

8.8.2 Student: For overdue material, borrowers are fined two (02 SR) riyals per day or a maximum of two hundred (SR 200) riyals.

8.8.3 Authorized COM-J library staff may accept payments from patrons, and will be issued cash receipt. (See APP 6.15.1)

9. Lost and Damaged Library Materials

If the book is lost or damage, the borrower has to inform to the library circulation desk immediately to avoid an overdue fine.

9.1 Damaged Items:

If material is returned in a damaged condition (e.g. water damage, stains, underline, highlighted, torn pages or covers) the borrower will be responsible to replace the same or updated edition along with overdue fines.

9.2 Lost material:

a. The borrower will be responsible to replace the same or updated edition with overdue fine.

b. For lost material a fine of two (2) times its original price shall be applied. (See APP 6.14)

10. Non Circulating Materials

Reference books, Audio Visual (AV) materials, annual reports, pamphlets, atlases, periodicals, encyclopedias, dictionaries and newspapers cannot be checked out. They must be read/used within the library premises.

11. Clearance

All faculty, student and staff must obtain clearance from the library before leaving the University.

12. Library Services

12.1 Internet Access: Computers are available for searching the literature and prepare the assignments.

12.2 Printing/Photocopying/Scanning:

12.2.1 Printing, photocopying and scanning are available on a limited basis, and strictly for research and study purposes. All library users are need to refrain from wasting the library's paper and tonner with excessive printing/photocopying. (See APP 6.12.1)

12.2.2 Users must register (names, pages, purpose, etc.) for the statistics record.

12.2.3 Printing, photocopying and scanning are allowed only for COM-J Students.

12.2.4 Only material form the COM-J Library can be photocopied.



12.2.5 The COM-J Library staff will perform basic maintenance upon these machines such as refilling paper, changing cartridges and removing paper jams etc. **(See APP 6.12.5)**

12.3 Interlibrary Loan (ILL)/DDS: Journals articles and other research materials not owned by the COM-J library can usually be acquired from other libraries of KSAU-HS and King Faisal Specialist Hospital & Research Centre-Jeddah, Aga Khan University, Ziauddin University, Shifa Tameer-e- Millat University of Pakistan.

ILL is usually used to fulfill requests for certain formats:

- a. Book/Book Chapter (as PDF files)
- b. Journal Articles (as PDF files)

12.4 Online Public Access Catalog (OPAC): An online bibliography of a library collection that is available to the users, PCs can be used to search for particular item by author, title and subject etc.

12.5 Digital Library Services: The Acknowledge Databases consist thousands of online full text of Journals and Books on Bio-Medical and related subjects are available.

12.6 The library also providing:

- a. Reference Service
- b. Library Orientation
- c. Literature search
- d. Helping in preparation of Bibliographies and Reference management

13. Computer, Internet and Other Technologies

13.1 Computers are available for independent searching. Do not change the configuration of the computers or any other equipment in the library. Computers are provided for the purpose of study, research and other educational endeavors. Misuse of these facilities, e.g. downloading, game playing, chatting, hacking, etc. is prohibited.

13.2 The use of IT equipment/tools, as well as the use of privately owned electronics communications and Information Technology (IT) equipment, must be in compliance with the provisions of **APP 1429-06: Use of Electronics Communications and Information Technology Equipment. (See APP 5.6.2)**

13.3 All users will be held responsible for software applications and installed settings; no additional software will be loaded without the express of COM-J Library staff. IT Department will install software or applications deemed necessary in the interests of the library and its users, or the program as a whole. **(See APP 5.6.3)**

13.4 Visitors and researchers from other institutions seeking health and biomedical



information may be allowed to use computers and other IT equipment in the COM-J Library, subject to prior approval by authorized COM-J Library staff.

(See APP 5.6.6)

- 13.5** COM-J Library computers cannot be used for routine work-related use (i.e. typing, printing, etc.) by employees of other department. The use of printer must be limited to medical research articles/documents only. **(See APP 5.6.8)**
- 13.6** Literature searches and research consultation shall be provided to NGHSA and KSAU-HS student, faculty and staff. **(See APP 5.6.10)**

14. Library Meeting/Study Room Reservation Service

COM-J Library provides this service to all library users to reserve the library meeting room for group study, discussions and meetings. A form can be obtained from the Circulation Desk.

15. Current Books' Service (New Arrivals)

In this service, the library will send the information of each new arrived book in the library to all interested library users through email. If the full text of any book will be available on Digital Library the link also will be provided. The list will also be displayed on the library Notice board.

16. COM-J Library Resources Catalogue

- 16.1** A COM-J Library Resources Catalogue will be sent from library email to all student, block faculty and coordinators in the beginning of every block.
- 16.2** COM-J Library Resources will be updated by the library staff every two years.
- 16.3** COM-J Library Resources Catalogue blocks as following:
Foundation Studies, Musculoskeletal Sciences and Substance Abuse, Neurosciences Vision and Behavior, Endocrine, Nutrition & Reproductive Health, Respiratory Sciences Hematology, Cardiovascular Sciences, Urology & Renal, Gastroenterology and Nutrition, Oncology Medicine I & II, Surgery I & II, Family and Community Medicine, Pediatrics, Obstetrics & Gynecology, Special Senses & Mental Health.

17. Library Timings

- The library is open on all working days from **8:00 am to 5:00 pm**.
- The Library will remain **CLOSED** on Public Holidays and on other days as announced.

REFERENCE

APP 1422-05: Health Science Library Access and Services, January 2012. p. 2-13
<http://webapps.ngha.med/applications/APP/Client/appview.aspx?ID=2699>



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