

GUIDE

To

ACCESS

Library Resources



2015

The Library: where, when and what

The University has two libraries:

Central Library

On floors I. (Opposite Sports facility Center)

Tel: 0096611 2242222 Ext: 3805

Direct Tel: 0096611- 4858638

Email: [Library @ yu.edu.sa](mailto:Library@yu.edu.sa)

Women's Library

Located in Women's college basement

Tel: 2242222 Ext: 4800

Direct Tel: 4895454

Email: w.library@yu.edu.sa

Library Opening on:

Sunday to Thursdays

8.00 a.m. to 4.00 p.m.

Connect to Library from Off-Campus

It can be accessed through the Internet via the Web at <http://search.lib.alyamamah.edu.sa>.

You may freely access our library catalogue from any computer with an Internet connection. Library Users will be able to use one search command to retrieve information from the library catalogue. To check your library record, click my account.

What can I find in the Library?

Total holdings

The library owns about 10000 **books**, 20 print journal volumes, and 3 **databases** and number of CDs

Reading seats and pc terminals

The University Library provides 170 **reading seats** and 20 **PC terminals** in **central** and 16 in **women's library** to access information and resources from the library

To learn **how to find books and journals** owned by the library,

Books are arranged in **open shelves by discipline** according to the Dewey Decimal Classification (DDC) system. Therefore, books on the same subject will be close to each other.

Journals

⊕ In **Library**, journals are arranged in alphabetical order by title. Current journals (this year) have their proper shelves, with the latest issue on display, and the others inside the box.

E-resources

University students and staff can access E-resources (databases) from their desktop via an authentication system.

Who can use the Library and how?

Consultation of library materials is open to all. **Students, faculty and staff** are entitled to all services; they must use their University ID to access and borrow materials

External users must request a visitors' permission at the entrance.

Which services and how they work?

Loans

You can borrow all books, except those marked with the R (Reference Books). Journals, encyclopedias, etc. are only for consultation.

Students: up to **5 items** for 10 days

Staff up to **3 items** for 10 days

Faculty: up to **5 items** for 30 days

You can also renew loans books online, through the OPAC (on line catalogue).

Reproductions: You can photocopy books and journals, within the limits of the copyright regulations

Reference: The library staff will assist to perform bibliographic research

Carrels & Group study room: students and faculty are welcome to use these facilities.

For more info... Visit the YU Intranet and YU website! You will find up-to-date information.

If you need further assistance, please contact library staff for assistance and information on resources at 2242222 Ext: 3803/3805 or email us at Library@yu.edu.sa. We are willing and eager to assist you in any way possible. Please Come & visit the Library! Staff is waiting to answer your questions.

Access to Library Resources

Search Library resources

1. [Onsite Resources](#)
2. [Online Resources](#)
3. [Off-campus Access](#)

YU libraries are open to the university community. They may use library computers to access most online or electronic resources. Printing and photocopying from library computers is available by using a user name and password.

Who can log in to YU Library Resources?

- STUDENTS who are currently taking a class
- FACULTY who are currently teaching a class
- STAFF who are currently employed

1. Onsite Resources

Books, Journals, CDs etc.:

Books are arranged in open shelves by discipline according to the Dewey Decimal Classification (DDC) system. Therefore, books on the same subject will be close to each other.

Journals are arranged in alphabetical order. Current year issues of journals are arranged on the display racks with the latest issue on display, and the others behind and the display racks are located on the right side of the main library entrance. All the old issues except the current year issues of journals are kept in boxes in an alphabetical order on their respective shelves in periodical section located on the back of Reference section in the library.

Please take note: The list of journals grow on time as newly journals will be added on

How the Library Is Arranged' Chart

Books and CDs are arranged on the shelves using the Dewey decimal classification scheme so they may be easily retrieved. A Dewey class number denotes a subject, and expresses its relation to other subjects. For example: a book with the class number 320 (political science) would be shelved before another at 320.5 (ideology, a concept in political science), which would be shelved before another at 320.51 (liberalism, an ideology).

The [Dewey decimal classification](#) is a system of [library classification](#) made up of ten classes, each divided into ten divisions, each having ten sections. For example, class 600 ("Technology") includes division 630 ("Agriculture and related technologies"), which includes section 636 ("Animal husbandry"). The numbers are between 000 and 999. The hundreds represent broad topics, the tens represent subtopics, the ones represent sub subtopics, and the decimal places represent sub sub topics, and so on.

Dewey decimal classification Chart

Main Classes

- 000 – Computer science & general works
- 100 – Philosophy and psychology
- 200 – Religion
- 300 – Social sciences
- 400 – Language
- 500 – Science
- 600 – Technology
- 700 – Arts & recreation
- 800 – Literature
- 900 – History & geography

000 – Computer Sc. Information & general works	100 – Philosophy & Psychology	200 - Religion	300 – Social Sciences	400 – Language
010 Bibliographies	110 Metaphysics	210 Philosophy & Theory of Religion	310 General statistics	410 Linguistics
020 Library and Information sciences	120 Epistemology, causation , humankind	220 Bible	320 Political science	420 English & Old English
030 encyclopedias and books of facts	130 Parapsychology and occultism	230 Christianity and Christian theology	330 Economics	430 Germanic languages (German)
040 Unassigned	140 Specific philosophical schools	240 Christian practice & Observance	340 Law	440 Romance languages (French)
050 Magazines, Journals & Serials	150 Psychology	250 Christian orders & local churches	350 Public administration	450 Italian, Romanian, Rhaeto-Romanic languages
060 Associations ,organizations and museums	160 Logic	260 Christian organization, social work and worship	360 Social problems and services	460 Spanish & Portuguese languages

070 News media, journalism, publishing	170 Ethics (moral philosophy)	270 History of Christianity and Christian church	370 Education	470 Latin & Italic Language
080 General collections	180 Ancient , medieval, Eastern philosophy	280 Christian denominations & sects	380 Commerce, communication, transportation	480 Hellenic languages (Classical Greek)
090 Manuscripts and rare books	190 Modern Western philosophy	290 Other religions	390 Customs, etiquette, folklore	490 Other languages
500 –Science	600 – Technology	700 –Arts & Recreation	800 – Literature	900 – History & Geography
510 Mathematics	610 Medicine & Health	710 Civic & landscape art	810 American literature in English	910 Geography & travel
520 Astronomy & allied sciences	620 Engineering & allied operations	720 Architecture	420 English & Old English literature	920 Biography, genealogy, insignias
530 Physics	630 Agriculture & Related Technology	730 Plastic arts	430 German & Related Literatures	930 History of the ancient world
540 Chemistry & allied sciences	640 Home s & family management	740 Drawing & decorative arts	840 French &related Literatures	940 History of Europe
550 Earth sciences	650 Management & auxiliary services	750 Painting & paintings	850 Italian, Romanian and related literature	950 History of Asia
560 Paleontology, Paleozoology	660 Chemical engineering	760 Graphic arts	860 Spanish & Portuguese literatures	960 History of Africa
570 Life sciences; Biology	670 Manufacturing	770 Photography & Computer art	870 Italic literatures (Latin)	970 History of North America
580 Plants (Botany)	680 Manufacture for specific uses	780 Music	880 Classical and Modern Greek Literatures	980 General history of South America
590 Animals (Zoology)	690 Buildings	790 Recreational & performing arts	890 Literatures of other languages	990 History of other areas

Shelf Alphabet Range

To easily understand and find the resources on the shelves by users, shelves are also marked by English alphabets by providing the range of class numbers.

Shelf	Start	End	Subjects
A	000	006	Computer Science, General Works
B	100	199	Philosophy & Psychology
C	200	299	Religion
D	300	337	Sociology Science
E	338	399	Business Law, Education, Micro, Macro - Economics, Insurance
F	400	599	Language Science
G	600	656	Technology
H	657	657	Accounting, Auditing
I	658	658.099	Management
J	658.15	658.2	Managerial Accounting
K	658.3	658.3	Human Resource Management
L	658.4	658.402	Executive Management
M	658.403	658.478	Management Science, MIS
N	658.5	658.799	Operations Management, Supply
O	658.8	658.839	Marketing Management
P	658.84	658.9	E-Ecommerce, Global/International Marketing
Q	660	699	Chemical Engineering, Manufacturing, Buildings
R	660	699	
S	700	799	Arts
T	800	899	Literature
U	900	999	History & Geography

2. Online Resources

YU Libraries offer online and electronic resources, accessible from any computer connected to the Internet including:

- **Library Catalog**
- **Databases**

Library catalogue

Library has Horizon automation system to meet its users' demands for enhanced access to the library's catalogue to provide users with self-service and other advanced technology features, and to help the library achieve increased productivity and efficiency in its operations. Library catalogue tell you what a library or group of libraries own (their holdings).

How to ACCESS the library catalogue while on campus

Library online public access catalogue (OPAC) allows users to search and retrieve the information in our library catalogue The catalogue (OPAC or Online Public Access Catalogue) shows the address on the shelf at which the book can be found and the status of the material.. With HORIZON Information Portal, our users can access everything library has to offer from anywhere, whether through an internal network, or working from home.

Open the Internet Explorer, here you just click the [favorite folder](#) and keep your cursor on AlYamamah University then click **YU local library Search**. Alternatively, you can go through the YU intranet portal or through the YU web site to access the library catalogue.

Through YU Intranet Portal

You can access the library catalogue from any PC in the Library or any other PC that is attached to the YU network inside the campus. On YU intranet portal, go to the Departments > Library. This will take you to the library home page. Here you can click to “Search the Catalogue”

Through YU website

On the YU web site (<http://www.yu.edu.sa>), go to the Library & Research > Library. Now click on the Catalogue (located under the YU Library section).

Your YU ID card serves as your library card. Library Users will be able to use one **search** command to retrieve information from the library catalogue. You may search by title, author, keyword, subject or call number. Valid users also have access to their library accounts/circulation records to identify items checked out and due dates and which will also allow for online book renewal. To check your library record, click **my account**. You will be asked to type your ID as it appears on your card issued by the University.

From your account page you will choose "Check out Items" and select the check box then click renew. Renewal is allowed if no blocks, holds or recalls have been placed on the item. Please note that the Faculty/Staff should write their ID # in 5 digits. For example 00001, 00011, 00111, suppose if your employee number is 43 then write 00043 in the Borrower ID column to check your library account

Databases

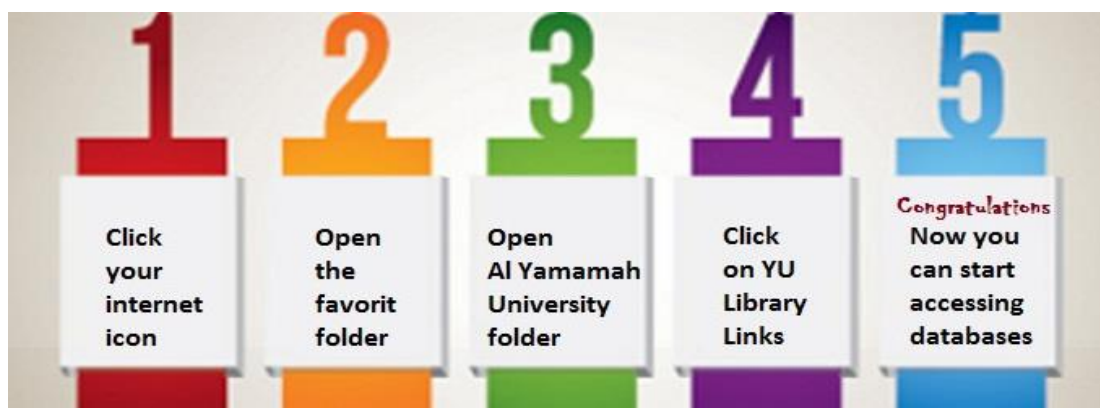
Access to the following databases may be obtained from any computers within the campus and is freely available round the clock. No password /Username are required.

SN	Databases URL Links	Remarks
1	http://search.proquest.com	
2	http://link.springer.com/	Books and journals
3	http://www.springerimages.com/	Scientific images
4	http://www.springermaterials.com	Material science
5	http://springerprotocols.com/	Biomed database

HOW TO ACCESS:

- A. YU Intranet portal:** For library information click the following link
<http://intranet-portal.alyamamah.edu.sa/sites/home/Pages/default.aspx>
- B.** First go to the **YU website** (www.yu.edu.sa); then click the favourite folder and placed your cursor on AIYamamah university folder and click YU library Links. You will get the databases shown above in the list and then click any one of your interest.
- C.** Also You may directly click the URL link shown above in the Table

The library presents following an easy orientation steps illustrating how to access our databases



Electronic Resources						
SN	Databases	Journals	References	Books	Newspapers	Remarks
1	Proquest	12679	0	492	1461	about 20 databases also freely available for access
2	Springer	2934	374	172627	0	
	Total	15613	374	173119	1461	

1. Off-campus Online Access

YU community can access the Library's online resources when off campus.

Connect to our Databases from Off-Campus

YU student, faculty, or staff can access our Databases from **off-campus (Remote Access)**. If you want to connect and access our following databases from outside of the YU campus network, you must log in through the following **URL**:

SN	Database	Databases URL Links	Username	Password
1	Proquest	http://search.proquest.com	library@yu	Library@123
2	Springer	http://link.springer.com	library@yu.edu.sa	Library@123

Connect to our Library from Off-Campus

The Library has **off-Campus** access facility of our **Library online catalogue**. It can be accessed through the Internet via the Web at <http://search.lib.alyamamah.edu.sa>. Anyone may freely access our library catalogue from any computer with an Internet connection. Library Users will be able to **search** by title, author, keyword, subject or call number. To check your library record, click **my account**. Your YU ID card serves as your library card. Renewal is allowed if no blocks, holds or recalls have been placed on the item.

If you need further assistance connecting off-campus, stop by the Library Information desk, or call at Ext: 3805 / 3803 or email us at Library@yu.edu.sa. We are willing and eager to assist you in any way possible.

Evaluating Web Resources

For research, the Web lacks the quality assurance that editors provide with print publications or that librarians provide when collecting materials for their library. What are some questions you can ask yourself to determine whether a Web site is appropriate to use for research?

- **Who Is the Web Site's Author?**
- **Is the Information on the Web Site Accurate?**
- **Is the Web Site Well-Maintained and Current?**
- **What is the Web Site's Purpose?**

Who Is the Web Site's Author?

Determining who is responsible for a Web site is one way to assess its credibility. Ask yourself:

1. Is the author an expert in his or her field? Try a Google search to find out more information about the author.
2. Does the author's background or credentials indicate that the information contained in the Web site is trustworthy? If you find that an author is affiliated with a well-known university, for example, you can be reasonably sure he or she is qualified to write about his or her area of expertise.
3. Has the author written books or articles that demonstrate significant knowledge on his or her subject? Try searching subject databases that might contain books or articles written by the author.

Is the Information on the Web Site Accurate?

Determining the credibility of a Web site's author is one way to assess its accuracy. You can also ask yourself these questions:

- How does the information compare with articles or books that you have read on the subject?
- Is there a way to contact the site's author?
- Is the site affiliated with an authoritative institution--for example, a university or government organization?

Is the Web Site Well-Maintained and Current?

Oftentimes, a good indication of the validity of a site is whether it is professionally maintained. For example:

- Can you find a copyright date (such as in the example for the American Cancer Society) or a date indicating when the site was last updated?
- Does the site contain many broken links or links to Web sites that are not reliable or authoritative?
- Is the site cluttered or well-designed and easy to navigate?

What is the Web Site's Purpose?

Web sites are created for a variety of reasons. Some are created to provide information ([informational site](#)), some to advocate for a cause ([advocacy site](#)), and others are created simply to sell products ([sales site](#)). Here are some questions to ask yourself when evaluating a Web site:

- Is the site objective ([objective site](#)) or is it promoting a particular point of view or agenda ([site promoting a particular point of view](#))?
- Does the site contain a mission statement ([organization mission statement](#)) or a page describing the organization's purpose?
- Is the site free from advertisements?

Library FAQs

How do I find out if you have a book or other item?

Answer

Use Libraries online catalog. Library online public access catalogue (OPAC) allows users to search and retrieve the information in our library catalogue

- **I have a call number. How do I find the book in the library?**

Answer

Call numbers in YU Libraries follow the Dewey Decimal Classification System. For example: a book with the class number 320 (political science) would be shelved before another at 320.5 (ideology, a concept in political science), which would be shelved before another at 320.51 (liberalism, an ideology).

- **How do I access your databases?**

Answer

C. YU Intranet portal: For library information click the following link
<http://intranet-portal.alyamamah.edu.sa/sites/home/Pages/default.aspx>

On YU intranet portal, go to the Departments > Library. This will take you to the library home page. Here you can click to “Online databases”

D. Go to YU website (<http://www.yu.edu.sa>); then click the favourite folder and placed your cursor on Al Yamamah university folder and click YU library Links. You will get the databases shown above in the list and then click any one of your interest.

- **What do I do if a book is missing or not on the shelf?**

Answer

If the catalog record says "available" and it does not seem to be in its assigned shelf location, there are a number of possibilities:

- The item has been returned and is in the process of being re-shelved or on the book carts there. Ask at the desk.
- The item has been miss-shelved; often, circulation staff can find such an item quickly.
- A patron is using the item in the library.
- The item is missing.
- Library circulation staff will be happy to search for the book(s). Visit circulation desk and report that you cannot find the book and would like a staff member to search for it and notify you if it is located

Free search services

Sometimes services, such as the following, will link to free versions of articles.

- [Google Scholar](#)
- [Directory of Open Access Journals](#)
- [HighWire Press](#)

GET HELP

Get help using the libraries



In Person

stop by library Information desk, or arrange a consultation with a library staff



Send an Email

Get an [answer by email](#) within two working days.



Call a Library staff – 224222 Ext 3803/3805 Women’s Library Ext: 4800

Call a Library staff during regular [service hours](#).



FAQ

Basic Library Rules:

- No disturbance (Noise)
- No food, drinking and smoking
- No selfish or destructive behavior
- Always return books on or before the due date.
- No cash can be taken in payment for fines. Please pay directly to the university account /Finance department.