

## Library Quick Orientation Guide

### التعريف بالمكتبة



The purpose of this orientation is to acquaint you with our collections and services. We will show you how to access the library resources, answer any questions you have about library services, and take you on a tour of the library

### General Information / Questions

*How many libraries does YU have?*

YU has two libraries on campus, including the Main Library and the Women's College Library.

*Library's hours:* The regular schedule is: **Sunday –Thursday 8:00 am – 4:00 pm.**

*How do I reach certain staff?*

The following may be the best place to start if you have a question, *please call at their following extensions.*

Mr. Hamlet – 2242222 Ext: 3803/ 3805-**Central Library**

Mrs. Ohood AlAbdali - 4800 - **Women's Library**

*New Faculty: My department would like to arrange for a Library orientation /instruction program for our new faculty member. Whom should I contact?*

You should contact the Library staff to arrange for a program at Ext: 3805/3803

*For New Students: I work for a department/division of the University and would like to arrange for a Library orientation for our new students. Whom should I contact?*

Please Contact Library Staff at Ext: 3805/3803

*Can I request for headphones?*

Yes, but for the use inside the library only

*Who may use the Computers in the Library?*

Faculty, staff and Students of AlYamamah University are eligible to use the computer in the library

*Does the library have any calculator I can use?*

Calculator may be available at Circulation Desk for the use inside the library

*Are there any office supplies available for sale in the library?*

No

***Where do I get materials on Reserve for a course?***

Reserve shelf is located on left side of the main library entrance near Group study room.

***Where is the Lost and Found?***

Please contact the Circulation Desk

***How to submit a purchase recommendation?***

Please use email /purchase request form to submit your purchase recommendations for the Library.

***What type of ID do I need to get a library card? Check out a book?***

**Library Card:** Valid University ID Card serves as Library cards. This should be presented at the Circulation Desk every time you borrow books or renew them.

***Where can I make a suggestion to the library?***

A suggestion box is located just outside the main library gate near notice board.

***Can I reserve a room in the Library?***

Group study and individual study room is available on a first come, first served basis.

***Where are the books located?***

The general book collection in English is located on the right side from the main entrance and both Arabic and Reference collection on the left side of the main library entrance.

***Where are the journals located?***

The Library subscribes journals and magazines (periodicals). The current issues of these periodicals are kept on display racks at the right side of the main entrance. All periodicals are arranged on the shelves in an alphabetical order by title. Older issues are kept beyond the reference collection and shelved alphabetically by title.

***What is the Library catalogue?***

The library catalogue is a database of the books and journals held in the University Library. It covers both the Central and Women's Library. You can use the catalogue to:

- Find a book, and to see where it is and how many copies there are.
- See if a book is on loan or available for borrowing.
- Find books on a particular subject.
- Reserve a book which is out on loan
- Check and/or renew your loans.
- Check and/or cancel your reservations.

***How to Access Library catalogue while on campus or how do I find out what materials are in the library?***

The Library's catalog provides location and call number information for books, recent publications, and CD-ROM products. You can search catalog by author, title, subject, keyword, and call number. Alternatively, you can go through the YU intranet portal or through the YU web site to access the library catalogue.

***Through YU Intranet Portal***

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).

## How the Library's Catalogue can Access from Off-Campus

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.

### *How can I access database while on campus?*

**A. YU Intranet portal:** <http://intranet-portal.alyamamah.edu.sa/sites/home/Pages/default.aspx>

**B.** First go to the YU website ([www.yu.edu.sa](http://www.yu.edu.sa)); then click the favourite folder and click YU library Links. You will get the databases shown above in the list and then click any one of your interest.

### *How can I access Databases from Off-Campus?*

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	<a href="#">Proquest</a>	<a href="http://search.proquest.com">http://search.proquest.com</a>	library@yu	Library@123
2	<a href="#">Springer</a>	<a href="http://link.springer.com">http://link.springer.com</a>	library@yu.edu.sa	Library@123

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

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).

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

If the catalogue 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
- 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.
- 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

## **Get help using the Library**

- **In Person**  
stop by library Information desk, or arrange a consultation with a library staff
- **Send an Email**  
Central Library Email: [library@yu.edu.sa](mailto:library@yu.edu.sa) Women's Library Email: [W.library@yu.edu.sa](mailto:W.library@yu.edu.sa)
- **Call a Library staff during regular service hours.**  
Central Library staff--224222 Ext 3803/3805 Women's Library staff Ext: 4800
- **YU Library Intranet** <http://intranet-portal.alyamamah.edu.sa/sites/home/Pages/default.aspx>
- **Library online presence**, visit [www.yu.edu.sa](http://www.yu.edu.sa)