

THE VISION

The vision of the A. M. Al-Refai Library is to facilitate life-long learning and provide user-focused resources in support of:

- Undergraduate & Graduate programs
- Faculty research
- Scholarly activity

THE MISSION

The mission of the Library is to maintain and improve the quality of service to users and provide:

- Access to information through print and electronic resources
- Efficient response to academic, teaching and research needs
- Major contribution to information literacy programs
- Environment that fosters learning
- Participation in University's outcomes

THE GOALS

- Provide an organized and readily accessible collection of information resources relevant to teaching, research, creative activities, and professional needs of the academic community
- Provide sufficient space for study and use of information resources in an atmosphere that is conducive to study and research
- Provide timely bibliographic access to Library resources
- Provide effective instructional support for users to locate and retrieve information resources and services that develops skills for life-long learning
- Foster a forward-thinking, dynamic Library organization that is flexible and responsive to user needs in achieving the University's mission and goals
- Encourage and enable users to become life-long retrievers, evaluators, and users of information.

INTRODUCTION

The Gulf University for Science and Technology's Library was established in 2002 to serve the University students, faculty, staff, and alumni. On June 20, 2006, the Library was renamed the "Abdullah Mubarak Al-Refai (A. M. Al-Refai) Library" in honor of the late Dr. Abdullah Mubarak Al-Refai, GUST President from 2003-2005.

LIBRARY ORGANIZATION

For administrative purposes, Library services are divided into two major areas: Access Services and Technical Services.

Access Services include circulation, literature search, reference, periodicals, and interlibrary loan.

Technical Services include acquisitions, cataloging, automation, binding, and collection development.

LIBRARY STAFF

8:00 a.m. to 3:00 p.m.			
Name	Title	Room Number	Email / Telephone Number
Shobhita Kohli	Library Director	N2-016	kohlis@gust.edu.kw
			2530-7090
Samira M. Ali Akbar	Circulation Librarian	N2-012	akbar.s@gust.edu.kw
			2530-7091
Amna S. Al-Shamlan	Circulation Assistant		al-shamlan.a@gust.edu.kw
			2530-7094
Ousmane Camara	Technical Services Librarian	N2-013	camara.a@gust.edu.kw
			2530-7195
Sujata S. Joshi	Collection Development/ Catalog Librarian	N2-014	joshi.s@gust.edu.kw 2530-7095
Hazel Joseph	Digital Content Coordinator	N2-015	joseph.h@gust.edu.kw
			2530-7092
3:00 p.m. to 9:00 p.m.			
			hamdani.h@gust.edu.kw

Hassani N Hamdani	Library Assistant (Part-time)		2530-7094
Mohammed M Husain	Cataloger (Part-time)		hussain.m@gust.edu.kw
			2530-7094

OPENING HOURS

A. M. Al-Refai Library is open six days a week. The regular schedule is in effect during Fall and Spring semesters. Working hours vary during summer, Ramadan and final exam periods.

Sunday-Thursday	8:00 a.m. to 9:00 p.m.
Saturday	9:00 a.m. to 7:00 p.m.

The Library is closed on Fridays and public holidays.

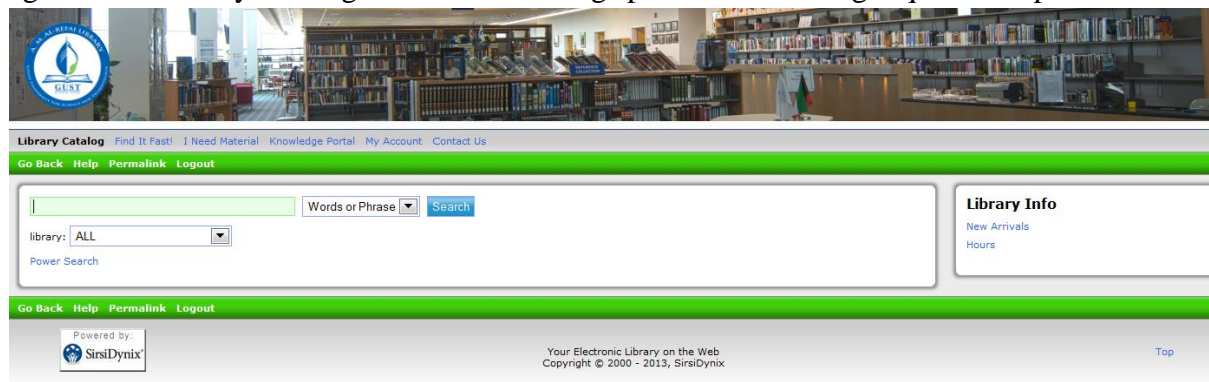
Closing time in the Library begins 10 minutes before the posted closing hour. Late-comers will not be admitted after closing procedures start. No borrowing is permitted 5 minutes before the Library closes. Details of opening hours during examination periods, Ramadan, and summer break are posted on the Library homepage and at the entrance of the Library.

LIBRARY FACILITIES

- A Leisure reading area is located near the entrance of the Library, across the circulation desk and contains newspapers, popular magazines, leisure reading magazines and the “New Arrivals” display stand.
- A Photocopy machine is located near the circulation desk.
- Wireless internet access is available.
- Audiovisual equipment, such as VCR/DVD players and television monitors are located in the Library and can be used by individuals or small groups.
- Study carrels and tables are strategically placed to facilitate study and research.
- Discussion / Study group rooms are available for three or more individuals and may be reserved through the circulation desk.

ACQUISITIONS OF LIBRARY MATERIALS

Academic staff is responsible for the selection of Library materials required for academic activities of the University. Almost all requests related to the University courses are accepted, subject to availability of funds. Recommendation for all types of materials can be made by using the Purchase Request Forms available on the Library homepage. Recommenders are advised to check all items against the Library Catalog for current holdings prior to submitting requests for purchase.



Faculty is requested to purchase all books and other materials through the Library Director. In most cases, materials can be acquired less expensively through regular vendors. Faculty should not purchase materials/textbooks independently and submit expenses for reimbursement.

Periodical titles require an expensive and long-range commitment, and suggestions for purchase should be given careful consideration by all members of a department in consultation with the Library Director. Please keep in mind that there is a long lead-time for processing periodical subscriptions. The ordering, renewing, and cancellation of periodical subscriptions are done in September/October.

CIRCULATION COLLECTION

Over 17,522 book titles in different subjects and languages are classified and arranged according to the Library of Congress (LC) classification system.

eRESOURCES COLLECTION

The Library provides 24-hour access to a wide range of eResources. Users can access these eResources directly via the Library homepage: <http://amrlibrary.gust.edu.kw/content/eresources> which includes over 110,453 unique full-text eJournal titles (subscribed and open-access), approximately 168,802 eBooks, 80 abstract and full-text databases, and a variety of multimedia materials and reference tools.

The Library subscribes to the following eResources:

- A-to-Z eJournals
- AACE Digital Library
- ABI/INFORM Complete (ProQuest Central-includes 30 databases)
- Academic Search™ Complete
- AccessScience
- ACM Digital Library
- American Accounting Association
- American Real Estate Society
- Bankscope
- Business Source® Complete
- Cabell's Directories
- Communication & Mass Media Complete
- Computers & Applied Sciences Complete
- Direction of Trade Statistics Online
- ebrary (eBooks)
- Early English Books Online (EEBO)
- EBSCO eBook Academic Collection (eBooks)
- Emerald
- Encyclopædia Britannica Online
- Encyclopaedia of Islam
- Encyclopaedia of the Qur'ān
- Encyclopaedia of Women & Islamic Cultures
- ERIC
- Global Development Finance Online
- GreenFILE
- H. W. Wilson Humanities
- H. W. Wilson Social Sciences
- IEEE Computer Society Digital Library
- Index Islamicus
- International Financial Statistics Online
- Islamic Finance Information Service (IFIS)
- J. P. Morgan Research
- JSTOR
- LexisNexis Academic
- Library, Information Science & Technology Abstracts
- Literature Online
- MLA International Bibliography

- Oxford English Dictionary
- Project MUSE
- Regional Business News
- Research Companion
- Sage Humanities and Social Sciences Collection
- ScienceDirect Mathematics, Business & Economics Collection
- Scopus
- SocIndex
- SpringerLink (eBooks)
- Taylor and Francis Collection
- Ulrichsweb Global Serials Directory
- Web of Science
- World Bank eLibrary
- World Development Indicators Online

OFF CAMPUS ACCESS SERVICE

License agreements for A. M. Al-Refai Library's databases and electronic journals permit access from off-campus ONLY to currently-enrolled students, faculty and staff. Currently we offer off campus access via EZProxy.

When you are off-campus (at home, at work, on vacation, in a foreign country, etc.) and you try to access the Library's electronic resources you will be taken to the EZProxy login page where you will be prompted to use your GUST ID and Password. Once you have been authenticated, you will remain so, until the browser is closed.

1. When accessing a GUST electronic resource from a remote location, the user will be prompted to login using their username and password. Please use your GUST ID and password for this purpose.
2. Once authenticated, EZproxy will direct the request on the user's behalf to the electronic resource host.



Please enter your username: @gust.edu.kw
 Please enter your password:

3. Once a user has been authenticated to the EZProxy server, they will remain authenticated until the browser is closed.

Note: Computers in the University campus will by-pass the EZProxy servers. There is no change to the way users are currently accessing electronic resources on-campus.

If you have any questions, please, feel free to contact the Library Director at 2530-7090 or email kohlis@gust.edu.kw.

PROQUEST RESEARCH COMPANION

ProQuest Research Companion is a new cloud-based information literacy solution for student researchers and educators. Aligned both to ACRL Information Literacy and Common Core English Language Arts standards, Research Companion provides a framework and foundation for information literacy instruction. It easily guides students through the research process and helps them develop their critical thinking and information literacy skills. Developed by writing instructors and librarians, Research Companion combines multimedia-based learning modules and powerful quick-start evaluator tools into one resource.

Presented in an easy-to-use and collaborative format, Research Companion can be effortlessly incorporated into the student researcher's workflow to get to answers and context quickly. ProQuest Research Companion gives librarians and educators the tools and resources to:

- Prepare high school and community college students for university-level research
- Help undergrad and graduate students produce better papers faster

OXFORD ENGLISH DICTIONARY

The Oxford English Dictionary (OED) is widely regarded as the accepted authority on the English language. It is an unsurpassed guide to the meaning, history, and pronunciation of 600,000 words— past and present—from across the English-speaking world.

As a historical dictionary, the OED is very different from those of current English, in which the focus is on present-day meanings. You'll still find these in the OED, but you'll also find the history of individual words, and of the language—traced through 3 million quotations, from classic literature and specialist periodicals to film scripts and cookery books.

EARLY ENGLISH BOOKS ONLINE (EEBO)

Content Description

- EEBO consists of facsimile images scanned from the popular Early English Books I (STC), Early English Books II (Wing), Thomason Tracts and Early English Books Tract Supplement microfilm collections (issued by UMI) together with rich descriptive bibliographic metadata containing Library of Congress Subject Headings and copious bibliographic references.
- Searchable keyed transcriptions of 25,000 EEBO texts, which can be accessed via the EEBO interface, are available separately from ProQuest (TCP Phase I collection).
- The collection includes works by major authors such as Shakespeare, Malory, Spenser, Bacon, More, Erasmus, Boyle, Newton and Galileo together with a host of less frequently studied writers.
- The collection includes a wide array of different kinds of historical documents, from

- Bibles, prayer books, royal statutes, proclamations, and military, religious and other public documents, through to almanacs, musical exercises, calendars, broadsides, periodicals and newsbooks, pamphlets and proclamations.
- The EEBO Introductions Series provides concise and informative commentaries on some of the less well known texts in EEBO. Each contribution to the series has been prepared by a specialist in the field of early modern studies and offers insights into a range of contextual, bibliographical, and reception-based issues associated with a given EEBO text.

ULRICHSWEB GLOABLA SERIALS DIRECTORY

Ulrichsweb is an easy to search source of detailed information on more than 300,000 periodicals (also called serials) of all types: academic and scholarly journals, e-journals, peer-reviewed titles, popular magazines, newspapers, newsletters, and more.

What does it include?

Ulrichsweb covers more than 900 subject areas. Ulrich's records provide data points such as ISSN, publisher, language, subject, abstracting & indexing coverage, full-text database coverage, tables of contents, and reviews written by librarians.

WEB OF SCIENCE

Web of Science is a single destination to the world's largest collection of research data, books, journals, proceedings, publications and patents:

- Across regions, all disciplines and content types
- Connected through citations
- For faculty, researchers and students

Cover-to-cover indexing of carefully curated regionally-relevant discoveries. On the largest discovery platform with the most complete records in every subject.

- 100+ years of abstracts
- Over 90 million records covering 5,300 social science publications in 55 disciplines
- 800 million+ cited references
- 8.2 million records across 160,000 conference proceedings

JCR, part of Web of Science, is a unique Web-based research tool that allows users to evaluate and compare journals using citation data drawn from approximately 12,000 scholarly and technical journals and conference proceedings from more than 3,300 publishers in over 60 countries. Journal Citation Reports is the only source of citation data on journals, and includes virtually all specialties

in the areas of science, technology, and social sciences.

The subscription comes with online access to EndNote® which the users can access through Web of Science or directly at my.endnote.com.

JCR and EndNote are fully integrated. This allows users to seamlessly build, organize and manage reference collections. Easily create bibliographies and share research with colleagues.

SCOPUS

[Scopus](#), the largest abstract and citation database of peer-reviewed literature, features smart tools to track, analyze and visualize research. Scopus delivers the most comprehensive overview of the world's research output in the fields of science, technology, medicine, social sciences and arts and humanities. As research becomes increasingly global, interdisciplinary and collaborative, you can make sure that critical research from around the world is not missed.

Updated daily, Scopus includes:

- 21,000 titles from more than 5,000 international publishers
 - 20,000 peer-reviewed journals (including 2,600 open access journals)
 - 390 trade publications
 - 370 book series
- 5.5 million conference papers
- "Articles-in-Press" from more than 3,850 journals and publishers such as Cambridge University Press, Elsevier, Springer, Wiley-Blackwell, Nature Publishing Group and the IEEE (Institute of Electrical and Electronics Engineers)

EBSCO DISCOVERY SERVICE – EDS

As libraries have shifted focus from print catalogs and resources to OPACs, e-journals, eBooks, subject indexes and full-text databases, it's become necessary for the perception and habits of the search experience to evolve — for both end users and library administrators.

EDS provides a fast, streamlined search through a single search box, but within the context of a greater experience that pulls together intuitive features and functionality, high-end indexing via Platform Blending, and instant access to critical full text, leveraged from the leading EBSCOhost research platform and databases, as well as from key information providers. And as EDS continues to evolve, the end goal remains the same—helping users to find and access the highest-quality content for the best-possible research experience. EBSCO Discovery Service – EDS is available via: <http://search.ebscohost.com/?profile=EDS>

TEAMSPOT SERVICE

In view of implementing new technologies to facilitate the technical needs of the Library users, Library has made the TeamSpot software available in two discussion rooms: N2-006 for women

and N2-104 for men. Access to these rooms is only possible through reservation made at the Circulation desk in the Library.

TeamSpot software is a revolutionary approach to collaboration. TeamSpot makes moving digital content with the team simple. By means of this software, the users can share their work and discuss at the same time. Each TeamSpot has a central “worksurface” screen connected to an independent computer. Users “jump” to this screen simply by moving their mouse cursor beyond the top of their laptop screen. Instead of sending files to everyone through email, they can simply drag and drop files, folders and weblinks to instantly transfer copies to the common screen, another person, or the entire group. TeamSpot reduces the need for everyone to write down or bookmark interesting content, freeing them to participate in discussion.

A-TO-Z EJOURNALS

A-to-Z is a locator tool listing all A. M. Al-Refai Library eResources, including eJournals, titles in full-text databases, publisher packages, and open-access titles. A-to-Z includes print journal titles available in the Library. The easy-to-navigate searchable list allows users to find any resource quickly, even those buried in a database. A-to-Z eJournals can be accessed from the Library homepage, under the ‘eResources’ tab.

QR CODE

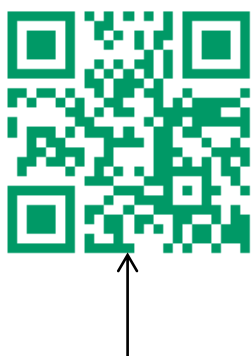
QR (Quick Response) code is a 2 dimensional picture with horizontal and vertical encoding that can be linked to a URL, an image, a contact number, etc. There are endless creative uses for QR codes for resource sharing and outreach.

- As a user you get instant access to more information about a product, service or initiative directly from your mobile.
- Scanning a QR code and storing data directly using your mobile phone is more convenient than writing down URLs on a piece of paper. You can keep a digital archive of this information in your phone and go back at any time.

QR CODES AT THE A. M. AL-REFAI LIBRARY

We currently have two QR codes on the Library website: <http://amrlibrary.gust.edu.kw/>

- a. Green: situated on the homepage to providing access to the URL of the Library homepage
- b. Blue: situated on the eResources page to provide access to the eResources page



Try scanning the above to go to the Library website

Try scanning the above to access the eResources

How does a QR code work?

Open the QR scanner / reader application (app) and capture the QR code with your mobile device camera. Depending on the code's content, the application will translate the QR code into a URL, text, image, etc.

Where do I get a QR code scanner / reader application?

Certain cell phones have QR code scanning functionality built-in. However, you may need to install a QR Code Reader application specific to your phone handset before you can read the codes.

If you have a “smart phone” or other handheld device (like a tablet, iPad, etc.), QR scanner / reader apps are typically available for free installation wherever you go to get new apps.

CABELL'S DIRECTORIES

Cabell's Directories assist professors, graduate students, and researchers to publish their manuscripts in academic journals and seeks to provide information on publication guidelines, type of reviews, number of external review, acceptance rate, ISSN, submission process, and more. The A. M. Al-Refai Library subscription at Cabell's includes access to the following directories:

- Business
- Education
- Computer Science

Cabell's Directories can be accessed via the Library website @:

<http://www.cabells.com.library.gust.edu.kw:2048/memberarea.aspx>

REFERENCE COLLECTION

The reference collection comprises encyclopedias, dictionaries, thesauruses, atlases, almanacs, handbooks, manuals, and other fundamental sources of information.

The reference collection is for Library use only.

RESERVE COLLECTION

The reserve collection includes items designated by faculty for course use, as well as core books restricted to limited circulation.

Reserve books are accessible at the Library circulation desk.

SPECIAL COLLECTION

The special collection includes Islamic banking & finance, Arabic books, Gulf heritage, theses, and dissertations. As part of the Library's special collection, the Library provides American, Chinese, Spanish, African, German, French, and Indian Corner Collections supported by the United States, Chinese, Spanish, African, German, French, and Indian Embassies in Kuwait.

DIGITIZATION INITIATIVE

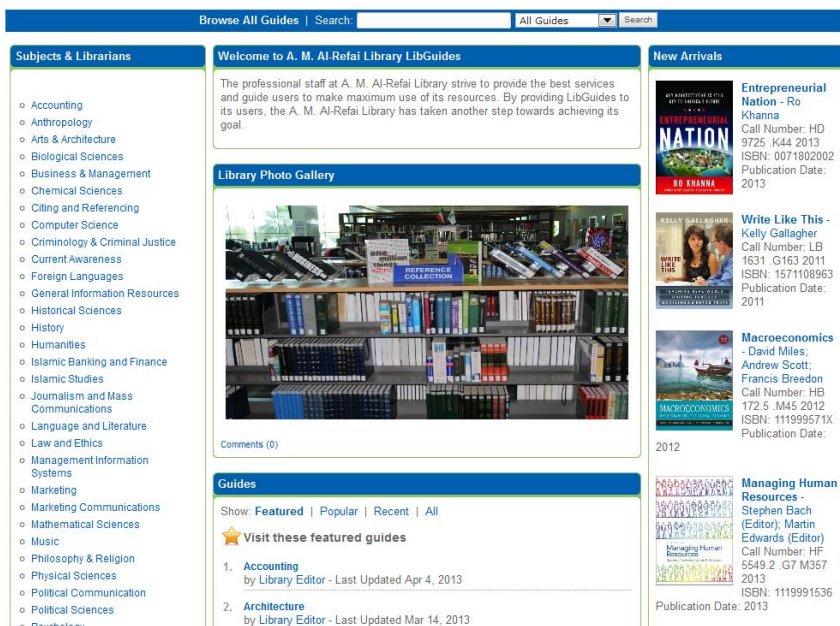
- *GUST Faculty Research Publications (GFRP) is a bibliographic/full-text database providing access to research publications of the GUST faculty. The database was developed at A. M. Al-Refai Library to increase awareness of faculty research and promote research in the GUST community. GFRP is an on-going project; as such, faculty members are encouraged to supply the Library with their publications to make the database as comprehensive as possible.
- Institutional Repository is an archived collection of GUST news items, examination papers, and research articles as listed below:
 - a. News Repository is a digital archive of GUST news published in periodicals, newspapers and on the World Wide Web. This digitization project, initiated by the Library, enhances access and helps preserve materials.
 - b. *Exam Repository is an archived collection of exam papers dating back to the year 2007-2008. The A. M. Al-Refai Library collects examination papers submitted by faculty members and makes them available online, on the Library website in PDF formats only. Access to this site is only for current faculty, students and staff registered with GUST.
 - c. *eReserve is an archived collection of journal articles used by GUST faculty for research purpose.
 - d. Student Projects is an archived collection of internship projects presented by students of Business and MIS.

*GFRP, Exam Repository, eReserve, and Student Projects can only be accessed by the use of GUST user ID and Password.

LIBGUIDES

LibGuides a recently launched web 2.0 content management system provides one-stop easy access to a user's research and learning needs. LibGuides comprise a collection of research guides, subject guides and many other useful sources from which the users will be able to benefit. It offers assistance on citing sources, learning to research papers and much more. The guides have been compiled subject wise and are continually updated by the Library staff. Considering the needs of the user, more guides will be added to the existing collection. LibGuides can be accessed either via: <http://libguides.gust.edu.kw/index.php> or by clicking the LibGuides menu on the top, available on the Library website: <http://amrlibrary.gust.edu.kw>

LibGuides : a one-stop access for all your learning, teaching, and research needs



The screenshot displays the LibGuides website interface. At the top, there is a search bar and navigation options. The left sidebar lists various subjects and librarians. The main content area is divided into several sections: a welcome message, a photo gallery showing bookshelves, a 'Guides' section with featured guides, and a 'New Arrivals' section with book covers and titles. The featured guides include 'Accounting' and 'Architecture'. The new arrivals include 'Entrepreneurial Nation' and 'Write Like This'.

Library Virtual Tour

The [Library Virtual Tour](#) is the most recent guide in LibGuides. The Virtual tour is designed to introduce users to the physical layout, services, and resources available in the Library and to give users a sense of Library's appearance.

Open Access Resources (OAR)

Open Access Resources is one of the latest initiatives at the Library promoting open access (OA) and is available on the Library website via: <http://libguides.gust.edu.kw/content.php?pid=452090> The OAR guide provides access to a huge variety of open access content namely eJournals, eBooks, Theses & Dissertations, Repositories, Visual Archives, Databases and Search Engines, and Open Education.

Open Access Resource is literature that is freely available via the Internet and can be accessed by anyone at any time without restraint.

SEARCHING THE ONLINE LIBRARY CATALOG (OLC)

The Online Library Catalog (OLC) is a web search interface of the Library catalog that contains over 84,024 bibliographic records for the books, eBooks, journals, and audiovisual materials available in the Library. It is updated continually as material is ordered, received and cataloged. The OLC is available 24 hours a day, 7 days a week.

OLC offers the ability to search the Library database over the World Wide Web, using a compatible browser, such as Internet Explorer or Mozilla Firefox. Simple keyword and alphabetic searches or advanced searches can be performed on title, author, subject, series, ISBN, ISSN and ISSN: view the status of Library accounts, renew items, and place a hold on items from your home or office.

How to access OLC?

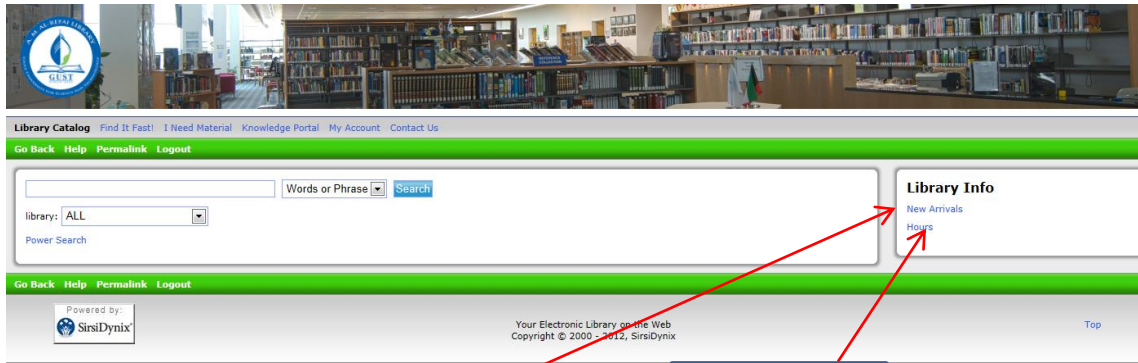
Once on the GUST library website: <http://amrlibrary.gust.edu.kw>, click on the Catalog tab.



The online Library Catalog has two functions: Search and My Account

- (a) Search: This function enables one to search all the items available in the Library.
- (b) My Account: This feature lets you manage your account and current circulation status at the Library.

When you click on 'Catalog', the OLC page will be displayed as below.

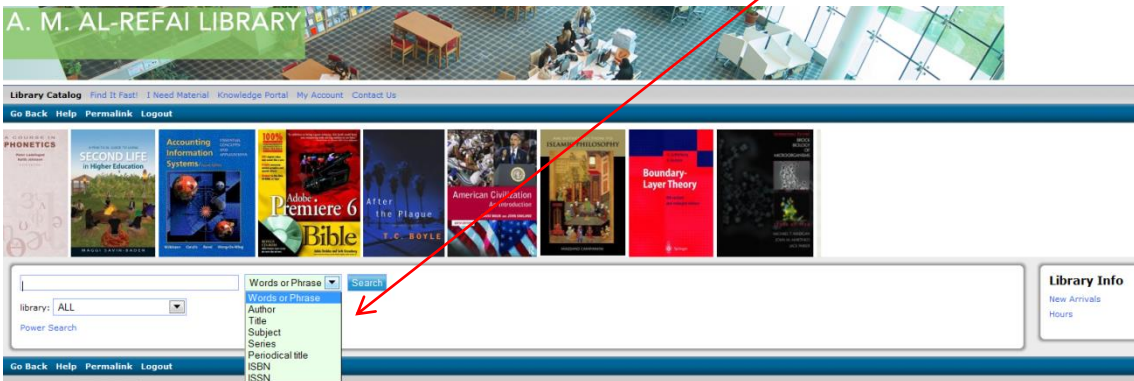


Displays list of new collections @ A. M. Al-Refai Library

Provides information on the Library working hours

Search Options: Listed below are indexes you may use to facilitate your search process:

- a. Words or phrase
- b. Author
- c. Title
- d. Subject
- e. Series
- f. Periodical Title
- g. ISBN
- h. ISSN



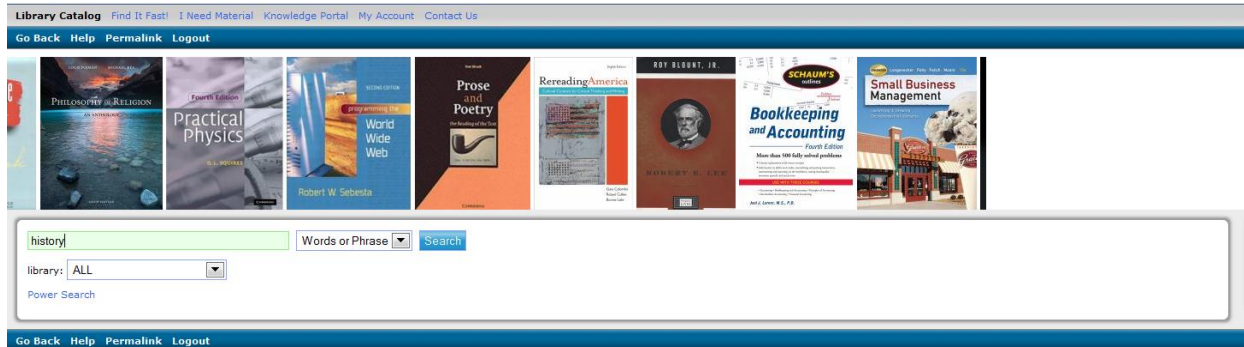
A. Library Catalog – Conducting a Search

i. Simple Search: This lets you conduct a simple search by using any one of the indexes available.

To conduct a Simple Search:

- a) Select the index you prefer from the drop down menu.
- b) Enter your search term in the index text box.
- c) Click on the blue Search tab to the right or press ‘Enter’.

d) You will get a list of titles that contain your Search term.



e.g. Type History in the search box, select the word “History” in it and click on Search. It will retrieve a list of titles that contain the term ‘History’ in it.

Search Results

words or phrase "history" search found 15346 titles.

Pages << 1 2 3 4 ...100 ...200 ...300 ...400 ...500 ...600 ...700 ...768 >>

- 1.** Keep **End this depression now! 1st ed.**
Krugman, Paul R.
HB3743 .K78 2012
1206
1 copy available at GUST Library in Checked In
- 2.** Keep **Sexual politics**
Millet, Kate.
HQ 1154 .M5 2000
9912
2 copies available at GUST Library
- 3.** Keep **Setting the world ablaze : Washington, Adams, Jefferson, and the American Revolution**
Fering, John E.
E 302.5 .F46 2000
9912
No copies currently available. Estimated wait undetermined.
- 4.** Keep **Founding brothers : the revolutionary generation 1st ed.**
Ellis, Joseph J.
E 302.5 .E49 2000
9912
1 copy available at GUST Library in available

Continue search in:

[Google](#)

You Found Titles in Categories:

- Africa
- American Literature
- Asia
- Children's Literature
- Collections, Series, Collected Works
- Colonies and Colonization, Emigration and Immigration
- Economic History
- Economic Theory, Demography, Business Cycles
- English Literature
- Family, Marriage, Women
- General World History
- Geology
- Germanic Literature
- History: America and United States
- History: United States Local and America
- Internal Medicine
- Library Science and Information Resources
- Literary History and Collections
- Literature of Music
- Natural History, Biology
- Pol. Inst. & Public Admin.: U.S.
- Political Science (General)
- Social History, Problems, and Reform
- Social Service, Welfare, Criminology
- Speculative Philosophy
- Industries. Land use. Labor

ii. **Power Search:** This lets you conduct a combined search on two or more indexes using Boolean terms, also providing item type and sorting options; thus narrowing and customizing your result.

To conduct a Power Search:

- Click Power Search at the bottom of the search page.
- Choose an index from drop-down menu; enter the search string in the text box, and select the operator listed on the right to narrow your searching scope.
- Choose an index from another drop-down menu; enter the search string in the text box. Enter more terms if necessary.
- Select Item Category, Pub Year, etc. (optional) and click on ‘Search’ or press ‘Enter’.

Words or Phrase And

Author And

Title And

Subject And

Series And

Periodical title And

ISBN And

ISSN

library: ALL

language: ANY

format: ANY

type: ANY

location: ANY

item category1: ANY

item category2: ANY

match on: Keywords

pubyear:

sort by: None

To view the complete information of a Library item click on an item image or a title of your choice, and you will see as below



Search Results

words or phrase "history" search found 15346 titles.

Pages << 1 2 3 4 ...100 ...200 ...300 ...400 ...500 ...600 ...700 ...768 >>

- Keep

[End this depression now! 1st ed.](#)

END THIS DEPRESSION NOW!

Krugman, Paul R.
HB3743 .K78 2012
1206
1 copy available at GUST Library in Checked In
- Keep

[Sexual politics](#)

Sexual Politics

Millet, Kate.
HQ 1154 .M5 2000
9912
2 copies available at GUST Library
- Keep

[Setting the world ablaze : Washington, Adams, Jefferson, and the American Revolution](#)

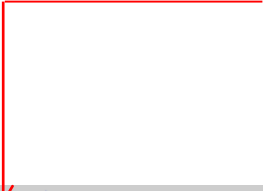
Setting the World Ablaze

Ferling, John E.
E 302.5 .F46 2000
9912
No copies currently available. Estimated wait undetermined.
- Keep

[Founding brothers : the revolutionary generation 1st ed.](#)

Founding Brothers

Ellis, Joseph J.
E 302.5 .E45 2000
9912
1 copy available at GUST Library in available



Library Catalog [Find It Fast!](#) [I Need Material](#) [Knowledge Portal](#) [My Account](#) [Contact Us](#)

[Go Back](#) [Help](#) [New Search](#) [Change Display](#) [Kept](#) [Permalink](#) [Logout](#)

record 1 of 1 for search Words or Phrase "end this depression now"

Item Details

Keep

END THIS DEPRESSION NOW!

Buy now
Find more by this author
Find more on these topics
Nearby items on shelf

Item Information [A Look Inside](#) [Catalog Record](#)

Title: End this depression now!
Author: Krugman, Paul R.
Publisher: W. W. Norton,
Pub date: c2012.
Pages: p. cm.
ISBN: 9780393088779
Item info: 1 copy available at GUST Library.

GUST Library
HB 3743 .K78 2012

Holdings
Copies 1

Material
Books

Status
Checked In

[Go Back](#) [Help](#) [New Search](#) [Change Display](#) [Kept](#) [Permalink](#) [Logout](#)

Powered by: **SirsiDynix**

Your Electronic Library on the Web

Mark Items

- Conduct a search. OLC displays the Search Result.
- Tick the box next to the item (s) of your choice.
- Click on 'Keep'.

Search Results

Words or Phrase "history" search found 15348 titles

Pages << 1 2 3 4 ...100 ...200 ...300 ...400 ...500 ...600 ...7

- Keep
 

The Arabs : a history
Rogan, Eugene L.
DS 37.7 .R64 2009
2009
1 copy available at Nahoud Research Center in available
- Keep

A history of the Arab peoples
Hourani, Albert, 1915-1993.
DS 37.7 .H67 1991
1991
1 copy available at Nahoud Research Center in available

Ticking the Keep boxes will store the item (s) in your list for you to view, print or e-mail the items.

Library Catalog Find It Fast! I Need Material Knowledge Portal My Account Contact Us

Go Back Help New Search Logout

Kept

Remove checked titles Remove all titles

- The Arabs : a history Rogan, Eugene L
- A history of the Arab peoples Hourani, Albert, 1915-1993
- End this depression now! Krugman, Paul R

Options

sort by: Title

library: ALL

view of records: Brief

View Print Formatted

Email [input] Email

Go Back Help New Search Logout

Note: To go back, please click on the 'Go Back' link and not the Back arrow on the web page.

- A. Find It Fast:** This feature allows you to search for items by subject. Click on the subject of your choice and refine the search further by selecting the sub category, and then the item.

Library Catalog Find It Fast! I Need Material Knowledge Portal My Account Contact Us

Go Back Help Permalink Logout



Genealogy



Health



History



Home & Do-It-Yourself



Language & Literature



Law & Politics



Performing Arts



Philosophy & Religion



Recreation



Science



Self-Help



Society & Social Issues



Sports



Style & Fashion



Travel & Transportation



The Unexplained

Library Info

New Arrivals

Hours

e. g. Select the Subject 'Health', then select 'Psychology', and hit Enter. A list of results will be displayed. Select the book Spiral Dynamics.

A Look Inside provides a brief Summary and Table of Contents for the selected item.

record 5 of 2043 for search "Psychology"

Item Details
 Keep

Item Information [A Look Inside](#) [Catalog Record](#)

Title: Spiral dynamics : mastering values, leadership, and change : exploring the new science of memetics
Author: Beck, Don (Don Edward)
Publisher: Blackwell Business,
Pub date: 1996.
Pages: vi, 331 p. :
ISBN: 1557869405
Item info: 1 copy available at GUST Library.

GUST Library
 BF 778 .B34 1996

Holdings
Copies
 1

Quick Links
[Summary](#)
[Table of Contents](#)

Summary

Spiral Dynamics introduces a new model for plotting the enormous economic and commercial shifts that are making contemporary business practice so complex and apparently fragmented. Focusing on cutting-edge leadership, management systems, processes, procedures, and techniques, the authors synthesize changes such as:

Increasing cultural diversity.
 Powerful new social responsibility initiatives.
 The arrival of a truly global marketplace.

This is an inspiring book for managers, consultants, strategists, and leaders planning for success in the business world in the 21st century.

[Te\[...read more\]](#)

Table of Contents

Introduction

Part I Overview of Spiral Dynamics

1 Different Times Produce Different Minds

2 The Nature of MEME systems

3 The Mind of the Spiral

Part II The Dynamics of the Spiral's MEME's

4 Change and the Spiral

5 The Dynamics of Leadership

6 Spiral Wizardry

7 Spiral Alignment: Streaming Visions into Reality

8 Spiral Integration: Power and Precision in Organization Design and Transformation

Part III The Spiral Wizard's Field Manual

9 Beige: Survival Sense, the Instinctive MEME

10 Purple: KinSpirits, the Clannish MEME

11 Red: PowerGods, the Egocentr[...read more]

[Buy now](#)
[Find more by this author](#)
[Find more on these topics](#)
[Nearby items on shelf](#)

B. I Need Material: This menu allows you to place hold on a Library item, request additional copies, or send an online recommendation of order to designated Library staff. The staff member who receives this message will take necessary action in accordance with Library policies.

To place a hold request:

- a) Perform a search to find the item you are interested in.
- b) Click on: Item title, I Need Material, and Place Hold; enter your GUST User ID and PIN and click on Place Hold tab at the bottom.

Place Hold

Title:

Author:

User ID: or

Alternate ID:

PIN:

Pickup at:

Expiration date:

[Place Hold](#) [Reset Query Values](#) [Cancel](#)

To request copies:

- a) Perform a search to find the item you are interested in.
- b) Click on: Item title, I Need Material, Requisition additional copies; enter your GUST User ID and PIN and click on Send tab at the bottom.

The screenshot shows a web form titled "Requisition Additional Copies". At the top, there is a navigation bar with links: "Library Catalog", "Find It Fast!", "I Need Material", "Knowledge Portal", "My Account", and "Contact Us". Below this is a secondary bar with "Go Back", "Help", and "Logout". The main form area contains the following fields and buttons:

- number of copies:** A text input field with a green background.
- Note:** A larger text input field.
- User ID:** A text input field, followed by the word "or".
- Alternate ID:** A text input field.
- call number:** A text input field.
- copy:** A small text input field.
- item ID:** A text input field.
- At the bottom left of the form are two buttons: "Send" and "Reset Query Values".

At the bottom of the page, there is another navigation bar with "Go Back", "Help", and "Logout".

B. Manage your Library Account:

This feature lets you manage your account and current circulation status at the Library by logging-in with your User ID and PIN as indicated below:

User ID: GUST ID and **PIN:** Last 4 digits of the Civil ID

The screenshot shows the "My Account" page. At the top, there is a banner image of the library interior with the text "A. M. AL-REFAI LIBRARY". Below the banner is a navigation bar with links: "Library Catalog", "Find It Fast!", "I Need Material", "Knowledge Portal", "My Account", and "Contact Us". Below this is a secondary bar with "Go Back", "Help", "Permalink", and "Logout". The main content area is titled "My Account" and contains the following links:

- Review My Account
- User PIN Change
- Renew My Materials
- Change My Address

At the bottom of the page, there is another navigation bar with "Go Back", "Help", "Permalink", and "Logout". Below this is a footer area with the "Powered by: SirsiDynix" logo and the text "Your Electronic Library on the Web Copyright © 2000 - 2014, SirsiDynix".

Upon successfully logging-in you can access all of the following:

Review My Account: This page displays an overview of your Library account.

User PIN Change: Allows you to change your Password required for logging-in to Symphony [For Library staff only].

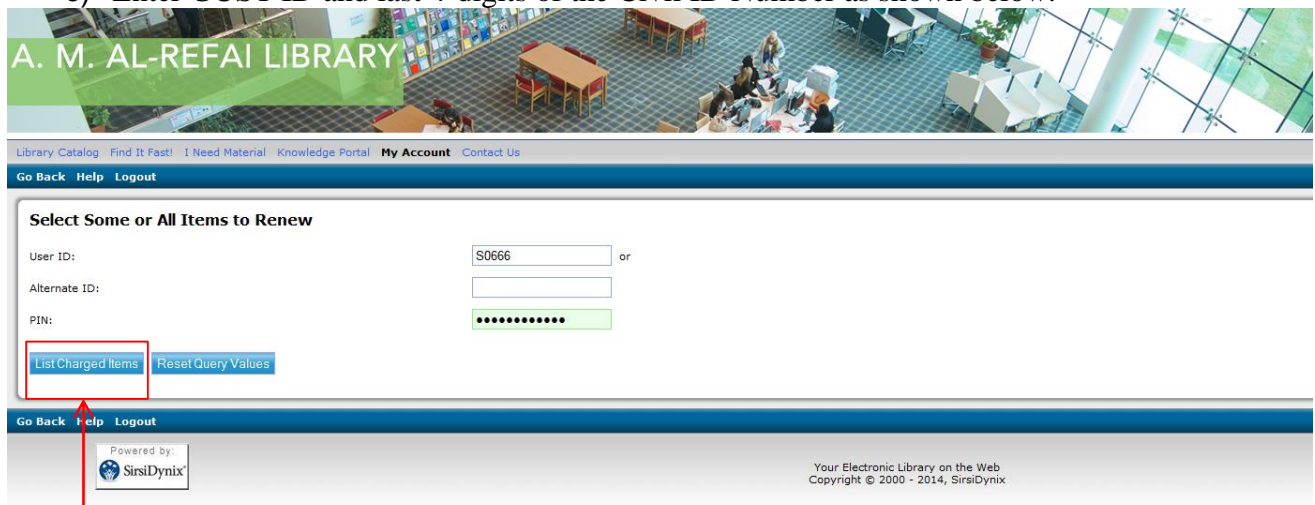
Renew My Materials: You can renew any or all of the borrowed Library items here, provided the deadline to return the item has not passed.

Change My Address: This feature allows you to make changes to your address.

Renewing Library materials

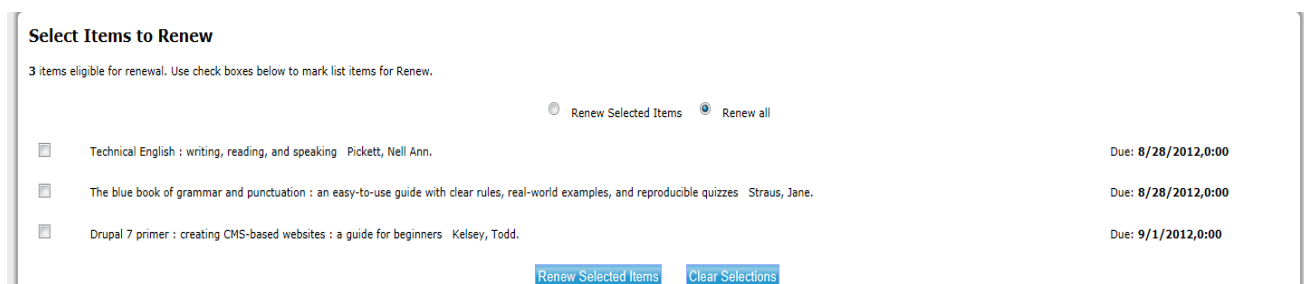
You may renew checked-out materials via 'My Account' as follows:

- a) Click on My Account.
- b) Click on Renew My Materials.
- c) Enter GUST ID and last 4-digits of the Civil ID Number as shown below.



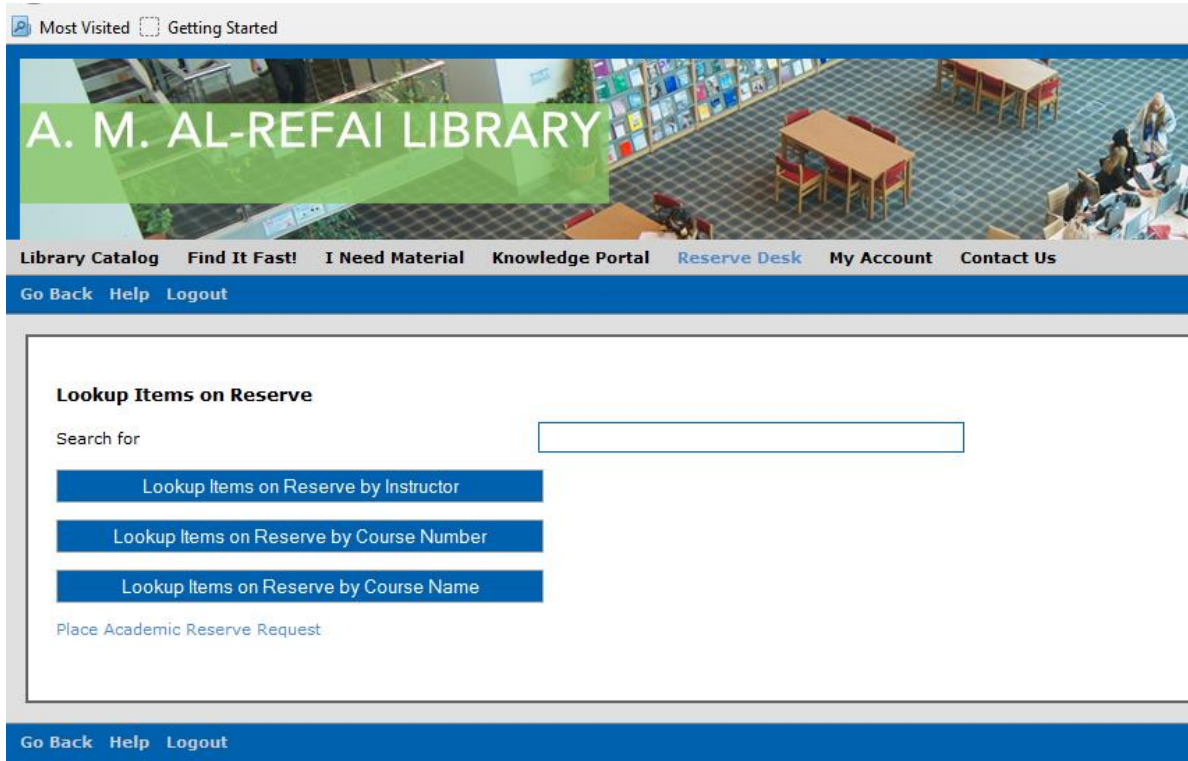
d) Click on List Charged Items or hit Enter.

- e) (i) Select the desired items for renewal by clicking the check box and click on Renew Selected Items.
(ii) Select Renew all and click on Renew Selected Items



Reserve Module

Users can search for items that have been placed on reserve for a specific Instructor or Course using the Online Public Access Catalog (OPAC). This screen lets you perform three different searches as shown in the screenshot above.



The screenshot shows the 'Reserve Desk' section of the A. M. Al-Refai Library OPAC. At the top, there is a navigation bar with links: 'Library Catalog', 'Find It Fast!', 'I Need Material', 'Knowledge Portal', 'Reserve Desk' (highlighted), 'My Account', and 'Contact Us'. Below this is a secondary navigation bar with 'Go Back', 'Help', and 'Logout'. The main content area is titled 'Lookup Items on Reserve' and features a search box labeled 'Search for'. Below the search box are three blue buttons: 'Lookup Items on Reserve by Instructor', 'Lookup Items on Reserve by Course Number', and 'Lookup Items on Reserve by Course Name'. At the bottom of the main content area is a link for 'Place Academic Reserve Request'. A second 'Go Back', 'Help', and 'Logout' navigation bar is located at the very bottom of the page.

Look up Items on Reserve by Instructor

Type the Instructor's name in the Search for box and click on Lookup items on Reserve by Instructor; select the Instructor by clicking on the Instructor name.

Look up Items on Reserve by Course Number

Type the Course Number in the Search for Box and click on Lookup items on Reserve by Course Number; select the course by clicking the course name or course ID.

Look up Items on Reserve by Course Name

Type the Course Number in the Search for Box and click on Lookup items on Reserve by Course Name; select the course by clicking the course name or course ID.

Self-Check-out

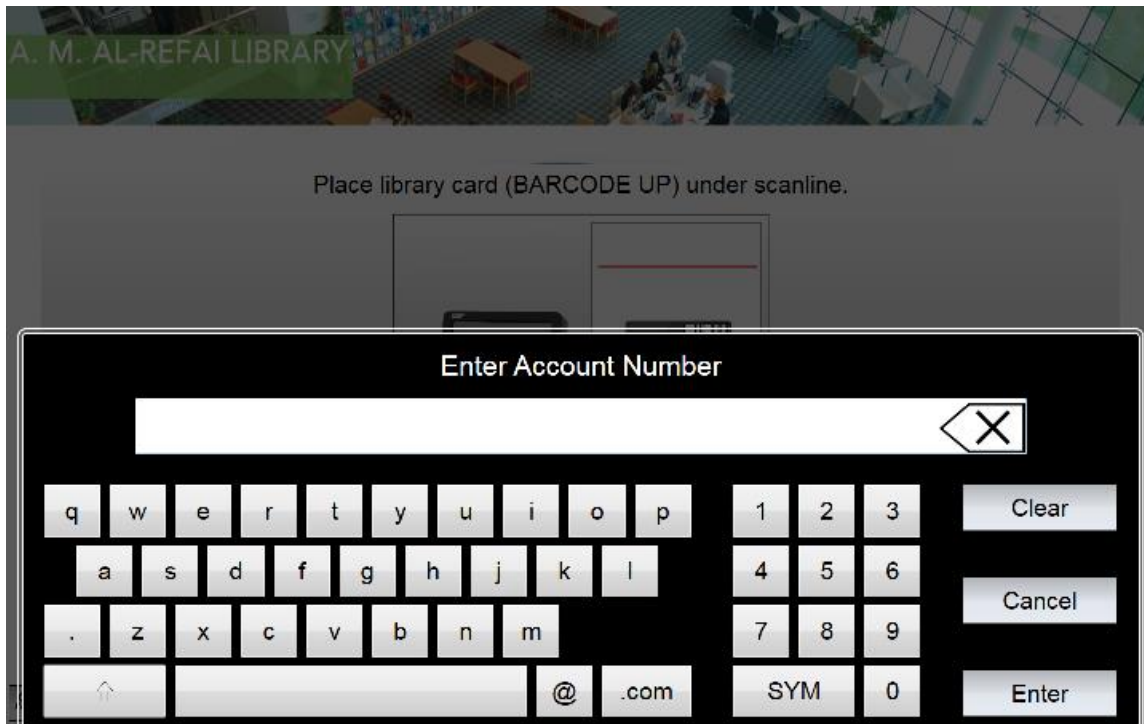
In order to perform the Self-Check-out, users have to follow the below listed steps:



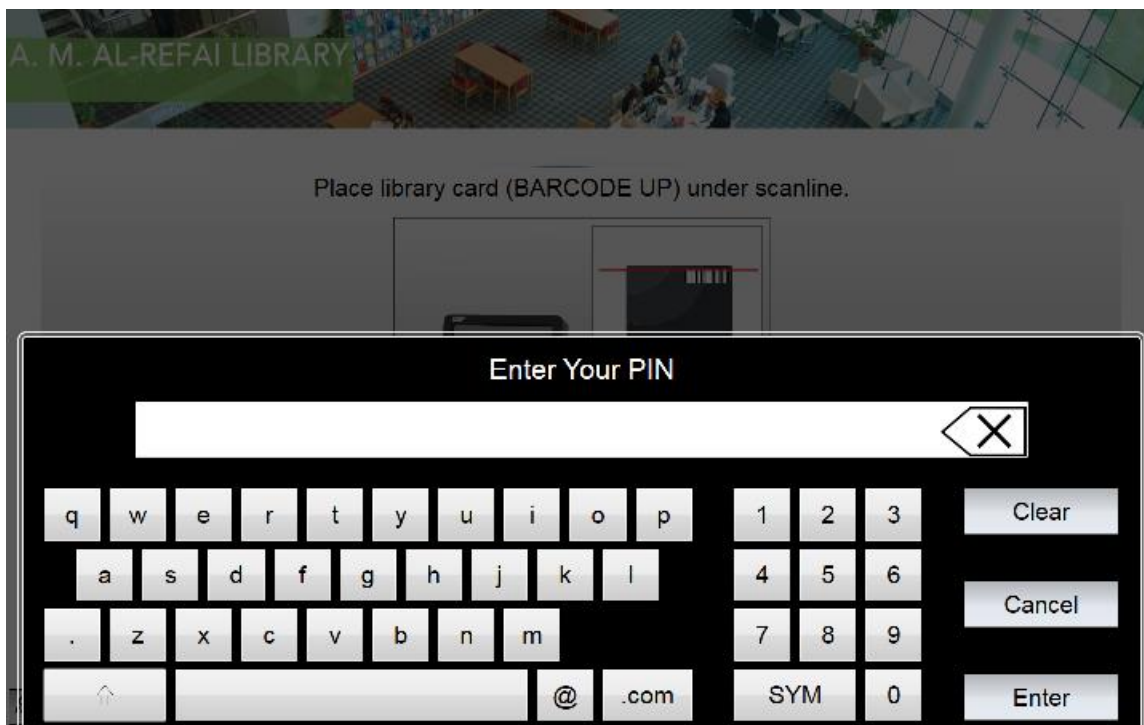
1. Select the Check-out tab and the below screen appears



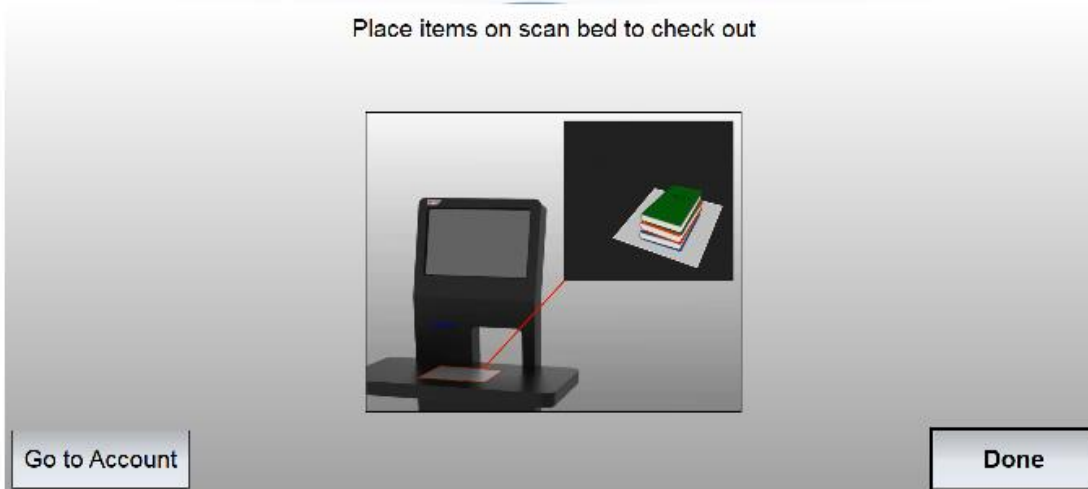
2. Select Enter Account Number



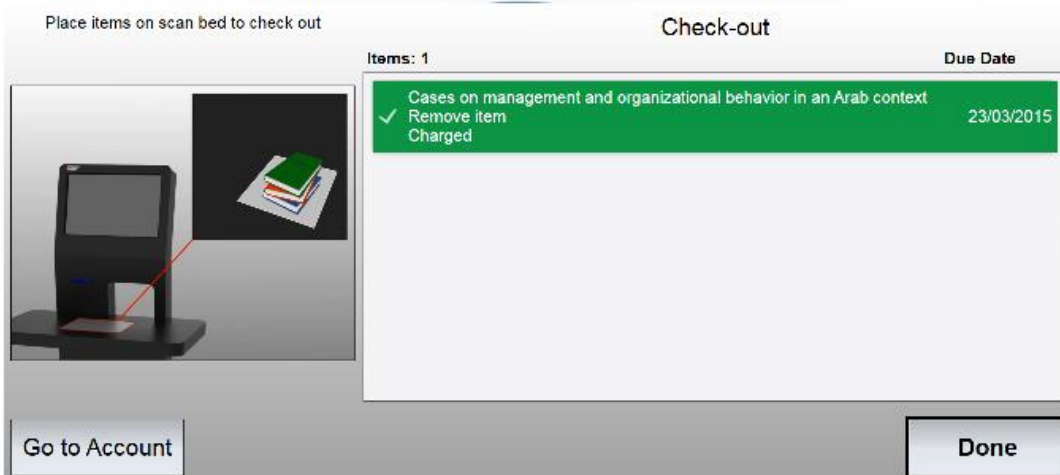
3. Enter Account Number, i.e. GUST ID



4. Enter PIN, i.e. the last 4 digits of the Civil ID Number.



5. If the GUST ID and PIN are accurate, the above message appears. Place the items on the scanner as shown in the picture above.



The item (s) are scanned and checked-out; also the receipt with due date is available.

THE LIBRARY OF CONGRESS CLASSIFICATION SCHEME

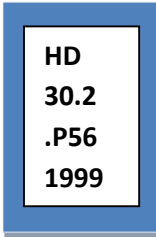
Books in the A. M. Al-Refai Library are classified according to the Library of Congress (LC) classification scheme. Listed below are the letters and titles of the main classes of the Library of Congress Classification.

- A -- GENERAL WORKS
- B -- PHILOSOPHY. PSYCHOLOGY. RELIGION
- C -- AUXILIARY SCIENCES OF HISTORY
- D-- WORLD HISTORY AND HISTORY OF EUROPE, ASIA, AFRICA, AUSTRALIA, NEW ZEALAND, ETC.
- E-- HISTORY OF THE AMERICAS
- F-- HISTORY OF THE AMERICAS
- G-- GEOGRAPHY. ANTHROPOLOGY. RECREATION
- H-- SOCIAL SCIENCES
- J-- POLITICAL SCIENCE
- K-- LAW
- L-- EDUCATION
- M-- MUSIC AND BOOKS ON MUSIC
- N-- FINE ARTS
- P-- LANGUAGE AND LITERATURE
- Q-- SCIENCE
- R-- MEDICINE
- S-- AGRICULTURE
- T-- TECHNOLOGY
- U-- MILITARY SCIENCE
- V-- NAVAL SCIENCE
- Z-- BIBLIOGRAPHY. LIBRARY SCIENCE. INFORMATION RESOURCES (GENERAL)

Each main class is further divided into subclasses. Ex.: H—Social Sciences (General); HA—Statistics; HD—Industries. Land use. Labor; HF—Commerce; HG—Finance.

UNDERSTANDING CALL NUMBERS

Anatomy of a Library of Congress Call Number



Book Title: Successful information system implementation: the human side

Author: Jeffrey K. Pinto

Call Number: HD 30.2 .P56 1999

The first two lines describe the subject of the book.

HD 30.2 = Information Technology

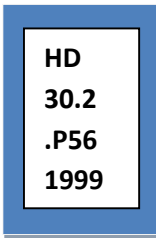
The third line often represents the author's last name.

P = Pinto

The last line represents the date of publication.

Tips for Finding Books on the Shelf

Read call numbers line by line.



HD

Read the first line in alphabetical order:

A, B, BF, C, D... H, HA, HB, HC, HD,.....M, ML...

30.2

Read the second line as a whole number:

1, 2, 3,....30, 30.1, 30.15, 30.2, 30.213,.... 45, 100, 101, 1000, 2000, 2430...

.P56

The third line is a combination of a letter and numbers. Read the letter alphabetically. Read the number as a decimal, eg:
.P56 = .56 , .C724 = .724

Some call numbers have more than one combination letter-number line.

1999

The last line is the year the book was published. Read in chronological order:
1985, 1991, 1992...1999....

SERVICES

The Library staff is committed to providing excellent services to the University community. Experienced professional librarians are always at hand to help users in a variety of ways, from the selection and acquisition of Library materials to the provision of online searching and alert service.

The Library organizes a wide variety of topical sessions and has developed an online information literacy program to help users with effective and efficient usage of the Library's resources.

CIRCULATION SERVICES

A. M. Al-Refai Library services and facilities are extended to the following users:

Faculty: Full-time and part-time faculty members.

Staff: Administrative and academic support staff.

Students: Students who are currently enrolled at GUST.

Alumni: Members of the GUST Alumni Association.

Community Users: Users not affiliated with GUST may attain Library membership by depositing a nominal refundable fee.

Loan Policy

Categories	Loan Period	Maximum Books
Faculty	1 month	10
Staff	1 month	10
Students	15 days	5
Alumni	15 days	3
Community Users	15 days	3

Library users are accountable for items borrowed on their ID card. Books required for teaching purposes may be borrowed by faculty on a departmental loan for one semester. This privilege is restricted to GUST faculty.

Returns and Fines

Books should be returned to the circulation desk on or before their due date. Failure to return books on time will result in a fine. An overdue book will automatically block a user from borrowing other Library items. The Library will send users two overdue notices. Failure to receive an overdue notice does not exempt a user from a fine.

Fines and Penalties

1. Overdue Fine: Students are charged a fine of 100 Fils per day, per book (up to a maximum

of 15 days) unless the book is returned within the 3-day grace period.

- 2. Damaged or Lost Items:** If a user loses an item, they will be charged the replacement cost of the item, a 10 KWD processing fee and any overdue fines that apply.

Reserve Materials

Purpose of Reserves: To provide material to supplement course lectures and assignments.

Articles, books, slides, CDs, videocassettes, DVDs, and other items may be put on reserve.

Putting items on reserve: If you are putting photocopies of article(s) or chapter(s) from books on reserve, in order to be in compliance with copyright law, in addition to the article or chapter, also photocopy the cover of the journal or both sides of the title page of the book.

At the circulation desk, fill out one form for each course and list all items for that course on the same form. Circulation staff will be happy to assist you.

Reserve forms are available at the circulation desk or on the Library homepage. The following information is necessary:

1. Date of request
2. Name of the professor
3. Department and course number
4. Author and title of the book, videocassette/DVD, article or other items as they appear in your syllabus or assignment

General restrictions on reserve materials include:

- No Library periodical may be placed on reserve
- Under copyright laws only one copy of an article per 8 students in a class, 5 copies in total.

If you wish to place a personal copy of a book, journal, video, DVD, or other item on reserve, we will place a security tag on it for the protection of the item. We will not, however, take responsibility for any missing items.

Audio-Visual Circulation

- Audiovisual materials may be checked-out to current GUST faculty, staff, and students.
- The loan period is 5 days for faculty and 3 days for staff and students.
- A maximum of 3 audiovisual items may be checked out at one time.
- CDs and DVDs are for Library use only.
- All audiovisual items must be returned in person to the Library circulation desk.
- Overdue items are subject to a fine of 1 KWD per day.
- Lost Items

- ◆ If a user loses an item, they will be charged the replacement cost of the item, a 10 KWD processing fee and any overdue fines that apply.

Non-Circulating Materials

Normally, non-circulating materials cannot be taken out of the Library. However, in case of a pressing need, such materials may be checked out by a faculty member for a few hours or overnight.

Recalls and Renewals

- Items on hold are checked out on a "first come, first served" basis and cannot be recalled.
- Renewals may be made in person at the circulation desk or online via the Library online catalog (Horizon Information Portal).
- Items may be renewed up to two times online. After the second renewal, users must renew items in person at the Library's circulation desk.

Confidentiality of Library Records

To safeguard the privacy of individuals in their use of the Library, the A. M. Al-Refai Library maintains the confidentiality of Library records.

LIBRARY HOMEPAGE

The Library homepage (<http://amrlibrary.gust.edu.kw/>) is the gateway to Library collections and electronic resources. Current information on the Library's services and facilities can also be found on the homepage, including opening hours, Library policies and procedures, Library news, and an online suggestion box.

REFERENCE & INFORMATION SERVICES

"Ask-a-Librarian" is an online information service available on the Library homepage to answer questions pertaining to Library resources, research needs, and other related topics. Queries will be answered within 24 hours, excluding weekends and holidays.

ONLINE SEARCHES

Online information retrieval services using full-text databases like ProQuest Central, EBSCOHost, Islamic Finance Information Service, Lexis-Nexis, etc., are available.

LIBRARY SESSIONS AND INSTRUCTIONAL PROGRAMS

The Library provides a variety of information literacy programs: Orientation, topical workshops, and tailor-made advanced information research skills sessions.

Orientation and bibliographic instruction sessions are conducted at the beginning of each academic year. Topical sessions are organized from time to time.

A series of sessions on information sources and literature searching is available upon request. As these sessions require considerable preparation time, please make requests for such sessions well in advance with the Library Director (Tel: 2530-7090).

PERSONAL INFORMATION CONSULTANCY SERVICE

The Reference librarian is available to help you make strategic use of the relevant resources in your area of research.

DOCUMENT DELIVERY/INTERLIBRARY LOAN

The Library obtains material not available in the Library collection to support research and learning. Document delivery/Interlibrary loan services are available through the Library. Academic staff and research assistants may request this service by filling out a form available on the Library homepage.

ALERT SERVICE

To receive notifications on the publication of new articles and papers, a profile can be set up on various online databases. The librarians can help you to set up search alerts on databases that are available via LibGuides on the Library homepage:

<http://libguides.gust.edu.kw/content.php?pid=288030&sid=2506881>

ROUTING

On special request, the Library will regularly route current periodical issues to faculty as soon as the Library has processed them. To add your name to a periodical routing list, please fill out a routing request form available on the Library homepage.

NEW BOOKS DISPLAY

Newly acquired and catalogued books are put on the display stand near the Library entrance. Hold requests for these books can be made via the Online Library Catalog.

LIBRARY FORMS

In order to request for Books, Audiovisuals, Journal Purchases, Trainings, Document Deliveries/ InterLibrary Loans, etc. Digital Forms are available on the website via: <http://amrlibrary.gust.edu.kw/content/forms>. Access to digital forms is only possible through GUST user ID and Password.

iPAD & KINDLE SERVICES

The Library currently has 8 Kindle eReaders that can be checked out by GUST users for reading eBooks inside the Library. In addition, The Library also has one iPad which can be used by GUST faculty and staff during special events, meetings, and Conferences; however it is available on a first come, first served basis upon filling-in the iPad borrowing form.

TURNITIN

Turnitin, a plagiarism detection service, is made available by the A. M. Al-Refai Library to help students and educators prevent the illegitimate use of the internet. It promotes originality in student work, improves student writing and research skills, encourages collaborative learning, and saves valuable instructor time. This service can be accessed via the Library homepage, under “Library Resources”.

Faculty can create their user profiles by logging in to www.turnitin.com. Please contact the Library Director to get an Account ID and Password. Once instructors create a user profile, they can setup their classes and assignments using the instructor startup wizard. Faculty must notify students that Turnitin service may be used.

LIBRARY LIAISONS

The Library liaison program is designed to enhance communication between the Library and the academic departments of the University. Each academic department selects at least one faculty member to serve as a Library liaison.

The Library liaison is responsible for communicating departmental needs and interests to the Library. The liaison is the official contact for the Library Director who serves as subject bibliographer. The liaison also serves as the Library Advisory Committee member and Library’s primary contact person for dissemination of information about Library policies, new programs, and special resources.

ONLINE SUGGESTION BOX

The Library welcomes any suggestions that help improve Library services. Users may submit their constructive ideas via the online suggestion box on the Library homepage.

POLICIES

Library policies provide the structure for the implementation of the Library's Mission, Vision, and Goal. In order to provide equal access to Library resources and ensure the quality of service to all, the Library adheres to the policies listed below.

COLLECTION DEVELOPMENT POLICY

This policy is intended to serve as a statement of the guidelines used for acquiring and maintaining materials for the Library collections at Gulf University for Science & Technology (GUST). Rising costs, increases in publishing output, and a relentless increase in the demand for information in a wide variety of formats, necessitate careful materials selection based on an understanding of the immediate and future goals of the Library and the University. The collection must be systematically shaped and developed in order to make the best use of our financial resources.

Objective

The primary objective of collection development activities at GUST is to build and maintain a Library collection that supports the undergraduate and graduate curriculum. Library programs and services are designed to promote intellectual and physical access to the collection for the members of the university community.

Allocation of Funds

It is the responsibility of the Library Director to allocate the materials budget in order to fulfill the Library's collection development objectives. The majority of funds available for the purchase of monographs are divided among disciplines, which are broadly defined by academic departments. The amount of money allocated to support the purchase of Library material for each discipline reflects such factors as size of the relevant department(s) (i.e. number of faculty and students), number of courses taught, and the average cost of materials in the department's subject areas.

Some funds are maintained to be used at the discretion of the Library Director.

Faculty and administrators are reminded that Library support is an additional cost, which must be considered when implementing new programs or courses.

Selection Guidelines

The objective cited in section II provides the framework for selection. Thus, the major responsibility and top priority of the Library lies with the support of the teaching programs. The Library does endeavor to obtain materials needed for faculty study and research either through purchase or interlibrary loan. Interlibrary loan will usually be the method of choice for materials, which do not support the undergraduate and graduate curriculum. The fulfillment of academic curricular need is the first criterion against which any potential item is evaluated. Specific considerations in choosing individual items include the following:

- Appropriateness of level of treatment (e.g. is the material accessible to students? Is it anticipated that the material will be used for term papers, supplementary reading, etc.?)
- Strength of present holdings in same or similar subject areas
- Cost
- Suitability of format to content - particularly in the case of AV or digitized products. Does the format of the item effectively convey the desired information, and does the Library have any special equipment required to use the material?
- Authoritativeness of the author
- Reputation of publisher
- Lasting value of the content

Other guidelines also observed:

- One copy of Textbook is normally purchased to support the curriculum.

- Duplicates are purchased only under special circumstances.
- When there is an option of paper or hardcopy, the choice is based on expected use, lasting value of content, cost differential, and quality of paperback binding.
- When there is an option of paper or hardcopy, the choice is based on expected use, lasting value of content, cost differential, and quality of paperback binding.
- Lost or stolen materials will be replaced within three months of the date they are reported missing (or immediately if needed) if they are available. The current book trade and selection criteria will also be considered.
- The Library acquires primarily Finance & Business Management Accounting, Economics, Computer-Science, Mathematics, Mass Communication, English Literature materials, and et.al.
- The majority of selections are current publications. The Library recognizes the need for retrospective purchases and systematically uses standard bibliographies and other evaluation tools to locate and fill gaps in the collection. However, in view of the difficulty and expense in obtaining out-of- print and reprinted material, it is most important to spend funds for valuable current publications of long-term worth, thus preventing a future need for retrospective buying.

The Library staff uses the following as primary selection tools, with additional sources as needed: Library Journal, Books Review, publishers' catalogs and pre-publication literature, selected subject-specific professional journals, Guide to Reference Books, and Books for College Libraries.

Selection Responsibility

Ultimate responsibility for the development and maintenance of Library collections at GUST rests with the Library Director. The Director will assign selection responsibilities to librarian who serve as liaisons to academic departments. In addition, selections are strongly encouraged from faculty to support their current and planned courses. It is hoped that faculty will monitor their professional literature for appropriate Library acquisitions, and that they will make the librarians aware of material most useful for course requirements and for student research needs. Student and staff requests for the acquisition of materials are also welcomed and encouraged and are reviewed by the same standards as are requests from all other sources.

Serial (Periodicals & Journals)

Serials differ from monographs in that their subscription is an ongoing financial commitment. In addition, serials prices have historically increased at a rate that far exceeds such standard economic indicators as the Consumer Price Index and great care must be taken to ensure that the Library's ongoing commitment to serials does not consume a disproportionate share of the total acquisitions budget. Therefore, requests for new serial subscriptions must be considered very carefully. Generally, a new serial subscription will not be entered unless another subscription of similar expense can be canceled. Faculty members who wish to request the addition of a new subscription

will be asked to review existing subscriptions in their subject discipline to identify a current title that might be discontinued.

Back runs of serials are purchased only when deemed necessary or as the budget permits.

Some or all of the following criteria are used in evaluating titles for acquisition or cancellation:

- support of present academic curriculum
- strength of the existing collection in the title's subject area
- present use of other serials in this subject area
- projected future use
- cost
- reputation of journal and the publisher
- inclusion in a reliable indexing source
- number of recent interlibrary loan requests for this serial

Electronic Resources

Requests for electronic resources (Databases, CD-ROMs, multimedia, or digital resources) are evaluated with special emphasis on the suitability of the format to the content, on the quality of the production, and the Library's ability to provide the equipment and support to be required in order to use the materials. Upon faculty requests and recommendations, the Library occasionally arranges for databases on trial. While on trial the databases are tested and evaluated for potential acquisitions. Faculty members are encouraged to assess the trial databases and provide their feedback to the Library administration.

Electronic resources considered for acquisition or access should:

1. Follow all current collecting guidelines as presented in the collection development policy.
2. Represent materials useful and important to a significant segment of the Library's user community, or be pertinent for reference service, and reflect current curricular and research needs.
3. Be available in formats for which the University is willing to acquire the appropriate hardware and software.
4. Be evaluated in light of other potential acquisitions, and weighed against other acquisition priorities.
5. Reflect the excellence, comprehensiveness, and authoritativeness expected of materials in other formats.
6. Have adequate documentation, print or online, available, such as useful manuals, guides, and tutorials from the producer.
7. Be broadly accessible under current copyright and licensing laws.

Database Evaluation/Cancellation

The criteria used for database evaluation, includes:

Instructional indispensability: Those databases that are critical to instruction, used most heavily or those with strong, unique curriculum-related content are generally renewed.

Major Impact on Research and/or Instruction if Cancelled: Databases that may have been ranked slightly lower in usage or content importance than the instructionally indispensable ones will be cancelled unless additional funds are found. They will be first to be considered for reinstatement, when budgets improve.

Databases with overlapping content in another database: In a few cases, two databases may provide very similar sources; in that case, the one with the most use/strongest content will be retained.

Ability to locate sources: Some databases serve more as a way to locate sources; others serve primarily as vehicles for the full text of articles, but are not used as much for searching. Library will keep the sources that are findable.

Databases that are primarily used for full text retrieval: Such databases are analyzed to see if the most heavily used content could be obtained more cost effectively through Document Delivery/Interlibrary Loan Service. (This service usually takes less than 48 hours and articles are emailed to faculty members.)

Cost: This criterion will only be considered in conjunction with one of the above criteria. For example, we may keep our most expensive database, because of its high use and broad multidisciplinary reach. Meanwhile, some very inexpensive databases with limited reach or use will be cancelled.

Based on the above criteria the Library administration creates a list of databases to be eliminated, after which the Library Director seeks feedback from the faculty and Library Advisory Committee (LAC) members. The Library Director takes the faculty and LAC members' feedback into consideration, but the ultimate decision about what to eliminate lies with the Library Director.

Approval and Authority

The following are authorized to approve Library acquisitions.

- Vice President for Academic Affairs
- Vice President for Administrative and Financial Affairs

The decision of making purchases and selecting Vendors is delegated to the Library Director.

Approval Process

A Purchase Requisition (PR) must be initiated for purchases and supported by quotations, agreements, etc., which will then be sourced into a Purchase Order (PO) and sent to the vendor once it has received all approvals and has been appropriately budget checked.

Special Collections

A. Special Collections and Archives

- 1) Archives. The University's archives are its own records (documents, books, and photographs) deposited in the Library for historical and administrative use.
- 2) Special Collections. All gifts must be made in consultation with the Library Director.

Gifts

Gifts are accepted with the understanding that the Library may dispose of them or add them to the collection at its discretion, and in the same manner as purchased material. All gifts must be approved by the Library director. As a general rule, decisions to add gift books to the collection will be based on the same criteria as purchased ones. The Library assumes no responsibility for appraisal of gift items, nor can the Library accept gifts under restricted conditions.

Collection Maintenance and Evaluation

Weeding is an important component of collection development. Upon arrival of new editions, the reference staff will evaluate previous editions and will withdraw those deemed outdated. The reference collection will be continually monitored for outdated material, which will be replaced and withdrawn if necessary. Individual sections of the general collection will be periodically reviewed and weeded. Academic departments will be encouraged to participate in a weeding of their collections every five years.

TEXTBOOK ADOPTION POLICY

To have textbooks available for students, an instructor must order them ahead of time. Faculty should begin the process of examining possible textbooks well before the start of the semester. Most publishers will send examination copies which can be requested through the Library. An annual book fair is held during the month of April. This event provides faculty an opportunity to examine various texts and meet helpful representatives from the major publishing companies.

Purpose

Textbooks are both a critical resource for student learning and an important teaching tool. Therefore, textbook adoption procedures affect all aspects of the teaching and learning process at Gulf University for Science & Technology (GUST). With this background, the following procedures were developed to:

- implement and reflect the educational mission and philosophy of each department and program,

- provide the best possible textbooks for students at a reasonable price,
- increase the involvement of adjunct faculty in the selection process,
- simplify the administration of textbook selection.

Scope

The following applies to all University faculty and University departments placing orders for textbooks and course materials:

The policy governs all textbooks and related course materials that students are required to purchase for courses taught at GUST.

Deadlines for textbook orders at the Library are as follows:

- Spring Semester – Wednesday, October 28th 2015
- Summer Semester – Thursday, March 24th 2016
- Fall Semester – Thursday, April 21st 2016

Reminder for textbook order deadlines will be sent by email.

Ordering Course Materials

Textbook request /order forms must be completed and submitted to the Library by the deadlines specified above. All information must be accurate, or the order form will be returned and considered incomplete until all required information is provided. In all cases, especially where inconsistent information exists, books will be ordered according to the ISBN provided.

A timely response is required to ensure availability of the requested text, as well as prompt delivery for the start of the semester. A textbook order form must be completed for each course even if no text is required.

When ordering additional materials, a separate form is required. Please note “additional materials” so that the original order form is not replaced by the subsequent order.

All textbooks and ancillary items should be reviewed prior to placing an order to avoid last minute changes and unsatisfactory selections.

Late Orders and Requests

In addition to being subject to the following policies, late requests may require a signature from the Dean and/or Vice President.

Old Edition, Out-of-Print and Otherwise Unavailable Textbooks

When ordering textbooks, the Library will always obtain the latest edition of the text. On some occasions, the bookstore does not notify the Library which edition has been ordered. The requester will be notified as soon as possible when a new edition has replaced an older edition. If a text is

not available for any reason, the requester will be notified promptly to allow him/her time to order a new text.

Non-Returnable / Restricted-Return Course Materials

In the event that an ordered textbook is non-returnable to the publisher or subject to return restrictions, the requester will be notified. In order to process the order, the Department Head and Dean's signature will be required.

Textbook Requisitions

All textbook requisitions are submitted to the Library. Quantities for classes are based on estimated enrollments, prior sales history, and registration figures from the registration office.

It is recommended that texts be used for two years. Any changes during these two years should go through the Department Head/Dean. Except in unusual circumstances, textbooks used in sequential courses should not be changed after the first semester.

Responsibilities of the Faculty

- Faculty and departments must provide the Library with required textbook information for each course in a timely manner.
- Faculty should resubmit textbook requests each semester. The Library only orders textbooks one semester at a time.
- Provide the International Standard Book Number (ISBN).
- If solution manuals and/or study guides are needed for a course, they should be indicated on the request forms.
- After the submission of requests, the Library should be notified immediately of any increase in enrollment so that additional copies can be ordered time.
- Although GUST does not have a policy on textbook costs, it is recommended that they be kept reasonable. Cost should be checked prior to submitting the textbook order.
- If no textbooks are needed for your course, indicate 'NO TEXT'.
- It is important to suggest alternative textbook titles in case the recommended titles are not available.
- Supplementary texts should not be required unless they are used significantly in the course. Materials can be reserved in the Library instead.

Responsibilities of Textbook Coordinator (Library Director)

The Textbook Coordinator will act as the intermediary between faculty and the bookstore and will have the following responsibilities:

- Coordinate orders with the respective faculty
- Seek textbook orders from Department Heads

- Communicate with the bookstore
- Communicate initial textbook orders and follow up on orders.

The liaison role of textbook coordinator is most important with respect to the smooth functioning of the system. The textbook coordinator will supply all faculty with desk copies and ancillaries for the standard textbooks. Faculty who choose not to use the standard textbook will be responsible for obtaining their own desk copies and ancillaries.

Obtaining Copyright Permission

Faculty should refer to the Library for instructions and guidelines concerning the reproduction of copyrighted materials. Requests for copyright permission should be made six weeks before copies are needed.

RESERVE POLICY

Items are placed on reserve to allow an entire class to key or supplemental materials needed for that class. Placing items on reserve facilitates equitable access by all students of a class to these items.

What may be placed on Reserve?

- Lecture notes, problem solutions, etc.
- Any circulating Library items (books, videos, etc.)
- Personal copies of books or videos
- Single photocopies of articles, a chapter of a book
- Any material for which permission has been granted by the Copyright Clearance Center.

The Library will seek permission for materials that exceed fair use guidelines. If permission is denied, the Library will remove the copy from reserve immediately.

What may not be placed on Reserve?

- Photocopies of a complete book or of a substantial portion of a copyrighted work.
- Certain non-circulating items from Library (journals).
- Books obtained through Interlibrary Loan.

How does Reserves work for students?

- Students may check out one reserve item at a time. Reserve items check out for 1 hour and must remain in the library.
- Reserve audio/video cannot be checked out – they must be utilized in the library.
- Students are responsible for the timely return of all materials.

How to remove items on Reserve?

- Personal books/media will be returned via campus mail or they may be picked up from the Library.
- Photocopied materials will be discarded unless specifically requested for their return.
- Library materials will be returned to the Library stacks.

COPYRIGHT POLICY AND PROCEDURE

Purpose

A Copyright Act grants a copyright owner exclusive rights in respect of copyright material, including the right to reproduce or copy, publish, perform, communicate or adapt the material.

The purpose of the A. M. Al-Refai Library policy is to ensure that the University adheres to requirements relating to the copying, communication or performance of copyright material; and that the Gulf University for Science & Technology (GUST) faculty, staff and students are in a position to make legitimate use of such copyright material to assist their study, research, or teaching activities.

Application & Compliance

This policy applies to all GUST community members including staff, students, faculty, alumni, and external users. It also applies to any person participating in authorized University business or activities (visitor, p/time staff, service provider or contractor).

All GUST community members are expected to comply with the Copyright policy, as the Library will bear no responsibility related to those who do not adhere to the terms mentioned in the policy.

Exceptions

This policy does not apply to GUST's operation in overseas locations; copyright laws in the concerned overseas country would have to be adhered to.

Policy

TYPES OF COPYING MATERIAL

Copying material dealt within this policy:

- Copying images, diagrams, films, DVDs & CDs for research or study
- Copying from the internet for research or study
- Copying for presentations in seminars and class
- Use of extracts in essays and assignments.

Copying images, diagrams, films, DVDs & CDs for research or study

The amount you can copy for research or study from diagrams, artworks, films, TV programs and CDs is not specified in the Copyright Act. You have to consider the following five factors and then

decide if the copying you wish to do constitutes to fair practice.
Five factors to consider

- Purpose and character of the usage
- Nature of the material
- Possibility of obtaining the material commercially
- Effect of the usage upon the potential market for the material
- Amount copied in relation to the whole of the source material.

Copying from the Internet for research or study

Material on the internet is protected by copyright and is subject to copyright law. Therefore, before downloading or printing material always check the terms of use section of the website. Usually, you will be able to download or print for personal use or research and study. If the terms of use are not specified, you can copy a reasonable portion, that is, one chapter or 10% of the pages. If the work is not paginated, you can copy 10% of the words in the document.

Under fair practice you usually can't:

- Make additional copies of copyright material to share with friends or classmates.
- Upload copies of someone else's work to blogs or websites, such as YouTube or MySpace: only the copyright owner has the right to do this.
- Post your assignments containing extracts from copyright works onto public websites, as this is considered to be a publication of the work: an exclusive right of the copyright owner.
- If you need to share information resources with other members of a seminar group or project team, try the following:
 1. If the information is in electronic format, post the URL or citation on your blog, website or shared server; sharing the URL is not a copyright infringement.
 2. If this is not possible, ask your lecturer or tutor to arrange for the material to be made available via the reserve shelf in the library.
 3. Obtain permission from the copyright owners to use the material.

Copying for presentations in seminars & class

Including sections from copyright works in a presentation to a class or tutorial as part of your course work, for example, showing a section of a TV program or DVD, or using diagrams and photos from books or articles in a PowerPoint presentation would usually be covered under copying for "research or study" or "criticism and review". However, copying of material is restricted to these purposes.

You cannot upload the presentation onto a blog or website as that would mean that the copying you carried out would no longer be for research or study. Remember to acknowledge the sources of any material you use in your presentations.

Including extracts in essays and assignments

For writing essays and assignments, you would probably want to include extracts from publications such as quotations, diagrams, illustrations and maps. You may also want to include clips from movies and TV programs or short extracts from CDs and sound recordings.

You can do this, under the research or study exception in the Copyright Act, provided:

- You observe the limits on copying and carry out the checks outlined above.
- The use of the copied material is restricted to research or study.
- You don't use the material for other purposes, such as publication or performance.
- You acknowledge the author and source of your excerpts. This is now a legal requirement under the moral rights clauses in the Copyright Act. Failure to acknowledge sources could leave you open to action under the Copyright Act and could also lead to allegations of plagiarism. For more information about plagiarism, visit the "all your own work" website.
- You limit the number of copies of your essay or assignment for assessment purposes you produce to two or three copies which is allowed under the research or study exception.

Publishing Your Work

Before publishing your work or deciding to submit one of your assignments to a journal, you will need to consider the issue of obtaining permission for any copyright material that you quote in your work.

Generally, you don't need to obtain permission if you paraphrase or summarize someone else's work, unless you follow the structure of the original work closely. However, you will still need to acknowledge the source of the work.

If your work is to be published by an international publisher:

- The copyright legislation in the country of publication will determine the permission you have to obtain.
- Some UK and US publishers allow you to quote a minimum number of words from a publication (often between 400-500 words) before they require you to obtain permission.
- Most publishers require you to obtain permission to use photographs, images, diagrams or charts from copyright works.
- Be guided by your publisher – visit their website or ask your editor for advice.
- Obtaining permission or clearances to use material in publications is time consuming, so it's worth noting these few points now, as they will save you time later.
- Keep accurate citations – you'll then be ready to go when you need to contact publishers.
- Remember, you don't need permission to use out of copyright works. If you have a choice, use works which are out of copyright.
- Look for works where the copyright owner has given a license for non-commercial use, such as items published under a Creative Commons license.

- Check the terms of use for websites, as the owners may give you a license to re-use material for non-commercial purposes.

If you are making your work available on an internal University website, or online learning system, (such as Moodle or BlackBoard) you will be asked to complete a student consent form.

A. M. Al-Refai Library Subscription to Copyright Clearance Center (CCC)

The Library has subscribed to the ACADEMIC PERMISSION SERVICE (APS) at Copyright Clearance Center. APS provides authorization to photocopy material for use in coursepacks or as handouts for academic courses. (CCC processing charge of \$3.00 is applied to each granted request). Thus, the Library obtains permission from the CCC to photocopy or republish copyrighted works.

Reserve Policy

In addition to the subscription to CCC, the Library also maintains its internal Reserve Policy for all items placed on reserve and photocopied.

Procedures for Obtaining Permission to Copy

A filled-in Copyright Clearance Application Form should be sent to the Library. Provide complete and accurate information regarding the work to be copied or duplicated such as:

- Title, author and/or editor; copyright or publication date and edition of the book in which the materials to be duplicated appear.
- Exact material to be used, giving amounts, page numbers, chapters and, if possible, a photocopy of the material and title and copyright page.
- Number of copies to be made.
- Use to be made of duplicated materials and form of distribution (e.g., as course material and whether collected with other excerpts or materials, whether bound or unbound).
- Whether or not the material is to be sold.
- Type of reprint (ditto, photocopy, offset, typeset).

The processing of your request will be facilitated if you:

- Request all permissions for a specific project at the same time.
- Allow enough lead time to obtain the necessary permission before the materials are needed.
- Don't ask for blanket permission, since it cannot, in most cases, be granted.

LAB RESERVATION POLICY

Lab: N2-102 is available in the upper level of the Library for use by the Gulf University for Science & Technology (GUST) faculty and when required by online resource providers. It is

equipped with a printer and several PCs.

The Lab reservation policy:

- Lab is for conducting classes, tests, presentations, and workshops.
- Discussion rooms outside the lab are used for quiet study and therefore faculty members must ensure that the noise level inside the labs is kept under control at all times.
- The Lab cannot be booked for a complete semester and therefore the booking of the lab must be renewed. Attempts to monopolize the lab will be considered a breach of the Library Code of Conduct.
- The lab must be reserved in advance by filling out the form available at the circulation desk.
- Lab must be claimed within the first 15 minutes of the booking, or the lab may be taken by other eligible users.
- Lab may be booked up to 3 weeks in advance.
- When no lab is available, a hold may be placed for the first available lab.
- Reservation can be renewed for additional time if no one is waiting for a room.

GENERAL SERVICES POLICY FOR STUDENTS WITH DISABILITIES OR SPECIAL NEEDS

The A. M. Al-Refai Library strives to maintain reasonable accommodation for users with disabilities. The Library circulation staff, upon request, will help those with special needs to use the online catalog, access stack materials, or obtain longer loan periods. The Library has wheelchair accessible entrance and workstations.

Accessibility

There are accessible tables, carrels, and computers available on the ground floor of the Library. The Library provides two wheelchair accessible workstations for men close to the American Corner, and one such designated workstation for ladies in the major cluster of workstations in the lower level of the Library.

Persons requiring other assistance to access information from a Library's research workstation are urged to ask for help from Library Staff. The Library ensures that users with disabilities can access needed information as easily and efficiently as possible, to include, at the minimum, that:

- Users with disabilities can physically enter the library.
- The workstation is located on a table that can be adjusted higher or lower
- The workstation is accessible by wheelchair

Service Policies

The following services will be offered to persons with disabilities upon request:

- Finding and Using Library Materials
- Offer assistance to facilitate the use of finding aids (online and physical)

- Locate books from stacks and shelf areas
- Extend reserves or loan periods or modify other lending rules on an individual basis when possible (to be determined by Supervisors)
- Accept telephone requests to check Online Library Catalog (OLC) to find out the status of an item. On an individual basis, check to see if an item is on the shelf or check out
- Assist with photocopying of a limited number of pages from books and journals

Reference Assistance

- Advice about access to specialized online information resources
- Explanations and descriptions of resources of specialized information
- Help with numerous bibliographic citations
- Instruction on how to use available library technologies

LIBRARY USE AND CONDUCT

Computer Use Policy

- This facility and the equipment in the Library are provided to further the educational mission of GUST.
- The Library computers are for users conducting course-related searches using databases subscribed by the Library or available through the Internet.
- Use of a computer is limited to 30 minutes when others are waiting.
- The Library is not responsible for computer viruses or loss of data.

The following are prohibited in the Library:

- Using computers for personal e-mails, chatting, and social networking.
- Playing games.
- Attempting to make changes to computer settings or installing software.
- Downloading programs.

Responsibility of Library Users

- Users must not abuse borrowing privileges by lending ID's or borrowed items to others.
- Users are held responsible for checked-out materials until they are returned to the Library.
- Users must keep track of their checked-out Library materials and act immediately upon receiving recall or overdue notices.
- Materials may be recalled to be put on reserve for classes or for use by another user.
- Users are not allowed to check-out any new materials until overdue items are returned and fines paid.
- Library resources are meant to be used by all users. Hence, proper care is strongly urged. It is forbidden to cut, tear, or deface (mark by pencil, pen, or highlighter) Library materials.

Conduct in the Library

- Food, drinks, and the use of mobile phones are not permitted in the Library.
- The Library is a place for study and reflection, so talking is discouraged.
- Reserving seats is not permitted.
- Books and other articles left for any length of time on chairs and tables will be removed by Library staff.
- The Library does not accept responsibility for the loss of any personal belongings.
- Users would be requested to leave the Library if they are violating any Library rules and regulations.