

## LIBRARY GENERAL RULES AND REGULATIONS

1. Silence should be maintained in the library.
2. An ID card must be presented for borrowing of library materials.
3. Eating, drinking, and other activities that distract other readers are not allowed.
4. Online chatting and playing games are not allowed in the Library Computer Laboratory.
5. Use of mobile phones inside the library is not allowed.
6. Do not leave your valuables in the library; Library staffs are not responsible for the loss of personal valuables.
7. Do not resshelf used library materials.
8. Handle all library materials with care.
9. Keep things in order. Arrange tables and chairs upon leaving the library.
10. Keep the library clean.

## HOW TO READ A CALL NUMBER

**LB**

**2395**

**.C65**

**1991**

A call number is like an address - it tells where an item is located in the library.

The Saqr Library uses the Library of Congress Classification system to shelve items on the same topic together. Each cataloged item has a unique call number that begins with one, two, or three capital letters followed by numbers. Most call numbers appear on the spine of the item.

**Read It** Read call number top-to-bottom, line by line

**LB** Read in alphabetical order

**First Line** Example: LB before LC

**2395** Read as a whole number.

**Second Line** Example: 2395 before 2396

**.C65** Read the letter alphabetically

**Third Line** Read the number as a decimal

Example: .C6499 before .C65

**1991** Read the publication date, volume

**Fourth Line** or copy number and/or other annotations.

**Find It** The Saqr Library Catalog indicates the location of each item in the library.

## LIBRARY OF CONGRESS CLASSIFICATION SCHEME

- A. GENERAL WORKS
- B. PHILOSOPHY, PSYCHOLOGY, RELIGION
- C. C - AUXILIARY SCIENCES OF HISTORY
- D. WORLD HISTORY AND HISTORY OF EUROPE, ASIA, AFRICA, AUSTRALIA, NEW ZEALAND, ETC.
- E&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)



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الجامعة الأمريكية في رأس الخيمة  
American University of Ras Al Khaimah

**SAQR**  
LIBRARY  
GUIDE

The Saqr library plays a significant role in upgrading information resources and services that could best support the instructional and research activity of the university. The library collection consists of many different types of library materials and information sources either in print or electronic formats. Located at the ground floor of Academic Building A, the Saqr library is a place most suitable for learning activities.



## LIBRARY MISSION AND VISION

### MISSION

The mission of the library is to provide access to, and effectively deliver of accurate and timely information resources to AURAK students, faculty, and staff in support to the research, and instructional mission of the University.

### VISION

The library supports AURAK's overall vision which is to promote strong partnership with the university's teaching and research endeavors, and to make direct and meaningful contributions to the civic, business, and social life of Ras Al Khaimah and the region.

## LIBRARY FACILITIES

Saqr Library consists of 35,000 sq.ft. comprising space for stacks area; reading area, staff work areas, and a Computer Laboratory. The reading area is spacious, airy, and well lighted; it includes 8 individual study rooms,

11 group study rooms, 4 meeting rooms, and a conference room. The library can accommodate a total of 416 seating capacity at a time. To secure library resources, CCTV cameras and RFID Library Security system are installed at the library.

## LIBRARY SERVICE HOURS

Sunday – Thursday:	8:00 am - 10:00 pm
Friday:	12:00pm - 6:00 pm
Saturday	12:00pm - 6:00 pm
Declared Holidays:	Closed

Changes in the above schedule will be posted or announced.

## LIBRARY COLLECTIONS

Other than books, the Saqr Library houses a wide range of relevant materials including reference sources, periodicals, multimedia presentations, and electronic databases. Electronic Database subscriptions include: EBSCO Academic Search Ultimate, EBSCO Ebooks Collection, Communication and Mass Media Complete, Springer Link E-books, ProQuest ABI INFORM Global, JSTOR,

Architecture Open Library, Emerald, Scopus, ERIC, Greenfile, and LISTA covering the content of full-text e-books and e-journals.

## LIBRARY SERVICES

### CIRCULATION SERVICE

Borrowing privileges are provided to all registered students, and currently employed faculty and staff. A University ID card is required to check-out circulating items. Students, faculty, and staff have the privilege of borrowing library materials based on the following policies:

#### LOAN PERIOD

**Students** – 10 items for 3 weeks  
**Faculty** – 20 items for one semester  
**Staff** – 3 items for 3 weeks

#### RENEWALS

Circulating items may be renewed online or at the library Circulation Desk. The borrowers may renew items twice in succession unless the item has been requested by another user.

#### FINES

All borrowers pay overdue fines for late return of the borrowed items. Days on which the Library is

closed are not counted.

#### Current overdue fine is:

AED 5.00 per day per item (circulating and reserve materials)

### LOST AND / OR DAMAGED ITEMS

Replacement fines for lost or damaged library materials are the actual price of the materials.

### REFERENCE SERVICES

The library provides reference help to all students, faculty, staff and library visitors. Patrons are encouraged to contact the library staff for help in using reference services and sources, particularly the online resources and access to reference materials such as dictionaries, encyclopedias, yearbooks, etc.

### INTERNET SERVICE

Workstations within the library have internet access, as well as

access to common productivity software applications. The library is serviced by wireless internet to facilitate the use of laptops. The wireless network will allow users to access both the library catalog as well as the electronic databases.

### ONLINE PUBLIC ACCESS CATALOG (OPAC)

Contains all library holdings and serves as a search guide for easy retrieval of library materials. It allows users to browse all existing library resources of the university online.

### PRINTING SERVICES

Students can use the networked printer located at the Ground Floor, and inside the Computer Laboratory with their account. These printers can also be used for photocopying, and scanning of reference and reserved materials.