جامعة أبوظبي
ABU DHABI UNIVERSITY

# ABU DHABI UNIVERSITY
# LIBRARY MANUAL

QS WORLD UNIVERSITY RANKINGS RANKED 2018
QS WORLD UNIVERSITY RANKINGS TOP 50 UNDER 50
WASC Senior College and University Commission
AACSB ACCREDITED
EFMD EQUIS ACCREDITED
ABET Engineering Accreditation Commission
ABET Computing Accreditation Commission
RIBA Royal Institute of British Architects

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# Library

## About the Library

Welcome to the Abu Dhabi University (ADU) Library. The ADU Library serves as the primary information source for students, faculty and staff of the University, as well as others who visit the University. By combining the latest information technology with excellent public service, the library staff builds and maintains a rich information environment, facilitates access to it, and creates a place that functions as a hub of campus and community for scholarly activities.

The library and collections are designed to be as accessible as possible, incorporating the latest technology for immediate access to print and electronic materials, study areas, as well as computer labs and media equipment services. Well-trained librarians are available to assist you; whether you are searching for in-depth information or simply browsing for a book or a magazine to enjoy, the staff is here to help you locate these materials.
The library collection incorporates many genres of materials directly related to the current University curriculum, as well as traditional subjects and most popular interests. Furthermore, the library is prepared and willing to assist researchers with needs beyond institutional collections via interlibrary loan and borrowing agreements with other universities.

## The Library Mission Statement

The mission of the Abu Dhabi University Library is to serve the Abu Dhabi University students, faculty, staff, and the community. It is the intent of the library to provide access to the information needed to support and develop learning, teaching, and research. In support of this mission, the Abu Dhabi University Library integrates print and electronic resources and provides a comprehensive program of service which allows broad access to information in all formats. It is the aim of Library to develop, monitor and evaluate services to match changing information needs in higher education; to enable the user to understand and utilize effectively the full range of information services; to foster the acquisition of skills necessary for independence in lifelong learning; to maintain and develop relationships with other library services and institutions within the country and abroad; and to facilitate cooperation and collaboration.

## ADU Library Code of Ethics

- We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- We protect each library user`s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

# User Behavior Policies

## General Rules

The ADU Library regulations aim to give all Library users the opportunity to make the fullest use of one of ADU's most valuable resources. The regulations shall describe what ADU expects from users in dealings with the Library.
Ignorance of the regulations will lead to inconvenience for other users and to fines or other penalties. They will not attempt to cover every eventuality but will recognize that there are often cases when a strict interpretation of the rules shall not be justified.
All registered are presumed to know the Library regulations which are included in the Student Handbooks and available in the Library and on the Library's home pages.
All members of the Library staff are authorized to inspect any books in the possession of users leaving the Library. Cases and large bags must be offered for inspection when taken inside the Library. The ADU Library Manager is authorized to suspend the Library privileges of any person and to impose appropriate penalties for breaches of the library rules and regulations.

## Patron Rights & Responsibilities

### Library users have a right to expect:

- Well organized library resources to support study and research.
- Courteous, efficient, and effective service.
- Reasonable accommodation for learning styles and challenges.
- Instruction in the development of library research skills.
- Confidential access to library resources.
- A clean, safe environment.

### Library users have the responsibility to:

- Learn how to use the library effectively.
- Allow sufficient time for library research.
- Be courteous and respectful of all library users and staff.
- Avoid smoking in the University Libraries.
- Use equipment, services, and furnishings appropriately and report problems.
- Keep library resources in good condition.
- Respect others by returning borrowed materials on time and when requested.
- Maintain the security of personal belongings.
- Make the best use of library resources and services.
- A library environment free from harassment and physical danger.
- Timely responses to expressed concerns.

ADU Library is committed to providing users with an environment that is safe, comfortable, and conducive to study and research. Users and visitors are expected to engage in behavior consistent with this goal. They are also expected to abide by all relevant university policies and country laws. To ensure that all library users and visitors are able to use library resources and services effectively, ADU Library requires full compliance with the rules and regulations. Entering the library represents an agreement to abide by these rules. Anyone who observes violations of this policy may report them to the university security which will take the appropriate action.

### Prohibited Behavior

- Preventing or limiting access to library facilities, equipment or materials through theft, vandalism, or deliberate misplacement of materials.
- Removing library materials from the building without checking them out.
- Defacing, destroying, or corrupting any of the library's information resources.
- Engaging in disorderly or disruptive behavior.
- Using tobacco products, including smokeless tobacco.
- Solicitation or sales activity.
- Being in unauthorized areas of the library, or remaining in the library after closing, or when requested to leave during emergency situations or drills.

### Food and Drink

Food and drinks are not permitted in the library.

## Circulation Services Policy

The main collection and Reference section are open shelf-systems. Users are encouraged to select and fetch material without the need for intervention by the Library staff. However, the Library staff will gladly provide assistance to users who are not able to access items on open shelves for themselves. Also, wherever possible, access to electronic resources is provided across networks which are normally accessible at all times. The general collection books are normally available for long borrowing. Depending on the demand on materials for courses, some books may be restricted to short loan borrowing or may be placed in the reserve section to allow every student access to the books. Materials not available for loan are available for use inside the library.

### Borrowing

A photo ID must be presented for each loan transaction. Borrowing privileges will be denied if a photo ID is not presented.

### What Can I Borrow and Renew?

Most Library materials circulate and may be renewed in person or through the library circulation system. Some Library materials are designated as non-circulating such as reference and certain Reserve Materials and those in Special Collection. Loan policies vary according to the following chart:-

### Books

| Patron Type | Loan Period | Number of Books | Renewals |
|---|---|---|---|
| ADU Undergraduate | 14 Days | 5 | 1 |
| ADU Post-Graduate Student | 28 Days | 10 | 1 |
| ADU Faculty | 8 Weeks | 10 | 1 |
| ADU Staff | 14 Days | 5 | 1 |

**Non Book Materials**

| Type | Loan Period | Renewals |
|---|---|---|
| Audio and Video Materials | 3 days (Limit 3 items of each format) | 1 |
| Laptop | 3 Hours | 1 |

The borrower is held responsible for all books issued as long as the issue record for those books remains unconcealed. Books on loan are for the personal use of the borrower only, and must not be passed onto any person, whether entitled to use the Library or not, except with the special permission of the Manager of the Library. The borrower may renew a borrowed book if another user does not require the book. Books will be renewed in person or through the Library computer system. The Manager of the Library has the authority to recall a borrowed book at any time. The book must then be returned to the Library by the date specified in the recall notice, regardless of the date stamped in the book or the one the user is notified of at the time of issue or renewal. It is the responsibility of users to ensure that they are in a position to respond promptly to recall notices.

**Laptop**

- Abu Dhabi University Library provide laptop circulation service to support student learning and research.

- Laptops can be checked out during the library working hours from the library circulation desk.

- **General Rules:**

1. Laptops are available for students only.
2. Laptops may be borrowed for up to 3 hours.
3. Laptops can be renewed for additional 3 hours if there are no additional requests.
4. Overdue fines for laptops are AED 25 per hour. Kindly make sure you return the laptop and accessories on time.
5. Laptops will be used within the library – reading area and discussion rooms.
6. If you need to save data or documents, bring an external drive or email them to a personal account.

- **Users' Responsibility:**

1. Students must return the laptop to the circulation desk where they checked it out by the due date/time to avoid fines.
2. Students are financially responsible for the laptop if it is lost, stolen, or damaged while it is checked out to them.
3. Students will be responsible for all transactions made with their credentials.
4. Students may not bypass ADU-required security mechanism under any circumstances.

**For more information visit the circulation desk.**

**Fines**

Fines are charged at rates determined from time to time by library committee. Current rates are always posted and published. Fines are levied for the late return of items, in accordance with notices displayed in the Library. Borrowers who fail to return books may be invoiced for the accumulated fines,

the cost of replacement, and an administration charge, and their borrowing rights may be suspended. The Library may also levy charges for document supply, photocopying and access to some electronic databases. The Manager of the Library in consultation with the ADU Library Committee is responsible for setting these charges. Failure to pay a fine imposed for late return results in the suspension of the Library privileges.

## Library Resources

### Databases

### What is a database?

A database is a collection of information in an electronic format that is organized in a manner that allows a user to easily retrieve information about its individual entries. Databases are usually collections of journal and magazine articles, dissertations, reviews, and abstracts.
A database consists of individual records. Each record contains all of the information in the database for an individual item, which provides a brief description of that item.
Each record is composed of fields. A field defines the individual elements of each record.

**ProQuest:** A ProQuest Database covers the most comprehensive collection of researches and journals from 1861 to the present day that are available for download in PDF format.

**EBSCO:** This multi-disciplinary database provides full text for more than 4,600 journals, including full text for nearly 3,900 peer-reviewed titles. PDF backfills to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.

**Al Manhal:** is the world's only provider of full-text searchable databases of thousands of eBooks, E-Journals, E-Theses, strategic reports, and conference proceedings from the Arab and Islamic worlds.

**Springer:** delivers complete access to the largest single publisher collection of Arts, Science and Social Science collection that covers e-books for more than ten years plus more than thousand journal titles.

**Science Direct:** Elsevier has a long heritage of publishing renowned works by leading authors and prize winners. Science Direct contains 8.7 million peer-reviewed articles in over 2,000 peer-reviewed journals. Science Direct has one of the powerful and flexible search engines. More than 2,500 journals and more than nine million full-text articles are available in Science Direct.

**JSTOR:** offers high-quality, interdisciplinary content to support scholarship and teaching. It includes over one thousand leading academic journals across the humanities, social sciences, and sciences, as well as select monographs and other materials valuable for academic work

**American Chemical Society "ACS":** Founded in 1876 and chartered by the U.S. Congress, we are the world's largest scientific society. Our mission is to advance the broader chemistry enterprise and its practitioners for the benefit of Earth and its people. Our vision is to improve people's lives through the transforming power of chemistry.

**ProQuest Central:** A ProQuest database hosting e-books for libraries and researchers worldwide. Currently hosts 125,000 titles.

**Emerald:** Contains 200 full-text journals published by Emerald Group The world›s leading publisher of management research. This online database supports faculty and students of the College of Business Administration including the MBA and DBA programs.

**IEEE:** The IEEE Xplore digital library is a powerful resource for discovery and access to scientific and technical content published by the IEEE (Institute of Electrical and Electronics Engineers). It provides access to more than -3million full-text documents from world›s most cited publications in electrical engineering, computer science and electronics.

**Britannica Online Academic Edition:** Delivers fast and easy access to high quality, Comprehensive information. The rich combination of Encyclopedia Britannica Plus, Merriam-Webster's Collegiate Dictionary and Thesaurus, Magazines and periodicals and many other research tools provides the variety of reliable sources that students need to consult when conducting research.

**ASCE - American Society of Civil Engineers :** A comprehensive online tool for locating articles of interest across all disciplines of civil engineering, covering more than 86,000 full-text papers from ASCE Journals and Proceedings.

**ASME - American Society of Mechanical Engineers :** It covers all aspects of mechanical engineering, offering access to rich collection of electronic books, journals and full-text articles from ASME platform.

## Why use a database?

Using a database allows users to search for information in an organized collection. The user benefits from this organization because it provides more relevant results, through the use of subject headings and descriptors. Users can also search for keywords in specific fields, such as author and title, and limit their results using various criteria. Databases also provide information in known sources, for example, printed magazines and journals. The content of databases has undergone a review process and the information is more reliable than information found on the Internet. Often databases provide access to full-text magazine and journal articles.

## • What are some examples of databases?

Samples of databases include ProQuest, American Society of Civil Engineers. Science Direct, and Emerald.

A more comprehensive list of databases can be found on the Library homepage under Articles & Databases.

Our library collection is the primary information source for students as it provides more than 300,000 printed and electronic books. Moreover, we subscribe to around 100 international databases in different subject areas such as:

**E-Journals**

E- Journal is an electronic journal that provides its content over the Internet. Some are accessible to anyone, but many others require the purchase of a subscription. ADU Library maintains access to thousands of e-journals. Often, e-journals are digitized versions of print journals. Because they are copies of print versions, they are not like websites, and many e-journals feature peer-reviewed articles that would be useful for scholarship.

**Library Catalog**

A set of structured records that describe the holdings of a library. The ADU Library Catalog available online contains records for printed and electronic books, Furthermore access the catalog at **https://adu.on.worldcat.org/discovery.**

**UAE Collection**

A special collection is a group of items, such as rare books or documents that are either irreplaceable or unusually rare and valuable. For this reason, special collections are stored separately from the regular library collections in a secure location with environmental controls to preserve the items for posterity. Special collections also include rare items that are focused on a single topic, such as books written about UAE or written by UAE authors. Special collections are created to benefit scholars by grouping related materials together in one repository. Often a repository will specialize in a limited number of subject areas for their special collections, to distinguish the institution from other libraries.

**Law Resources**

The law resources section is intended to contribute to the development and dissemination of knowledge by publishing original research and review papers in all fields of Shari'a and the humanities and to serve as an archival record of studies in these fields, available resources can be:

- Journal of Sharia and Law Science.
- Guide to the law of United Arabic Emirates.
- LexisNexis Academic.

**ADU Repository**

ADU Institutional Repository is a showcase for the research and scholarship of the university. It provides greater visibility, exposure and a long term preservation of ADU research work. Moreover it is a centralized digital platform that deliver online access of all ADU research work.

# Information Literacy

Information literacy is more than just teaching students how to use the library. The goal of information literacy is to develop 21st-century information and technology competencies and the skills for lifelong learning. Information literate students are able to find, evaluate and use information effectively to solve problems and make decisions.

**About the Program**

**What is information literacy?**

Information literacy is a core instructional pedagogy in higher education. The Association of College and Research Libraries, the primary professional organization for academic librarians, first described information literacy in 1989. Numerous disciplinary and accrediting associations have also incorporated the Information Literacy Standards for Higher Education and/or information literacy language into their documents.
At ADU all our librarian-provided research instruction is based on these five standards:
Can the student identify the information needed?
Can the student find the information needed?
Can the student evaluate the information retrieved?
Can the student synthesize to create a new information product?
Does the student behave with an awareness of the ethical and legal issues regarding information use?

While these serve as guiding objectives, the instruction we provide is unique to the discipline, the course, the assignment, and the instructor›s learning objectives for students. To be a truly educational experience, library instruction must be created in full collaboration with the course instructor.

**Program Overview**

The role of the Information Literacy Program in the context of a teaching library is to encourage and facilitate life-long learning. In order to empower students in the pursuit of knowledge, the library faculty aims to teach them the skills of identifying, locating, and evaluating information.

The ADU librarians acknowledge that not all people learn in the same manner. Therefore, the instruction is offered in a variety of formats. It may take the form of a classroom lecture, a printed handout for students, a tutorial, a course guide, or working one-to-one with students.

The success of our program is based on our understanding of curriculum and course objectives. The more we are involved in a course, the more effective our instruction, and our program, can be.

**The program aims to accomplish the following goals:**

- To provide information literacy instruction to all students by incorporating activities into all University College courses.
- To provide course-integrated instruction in collaboration with the faculty and in alignment with course objectives and programmatic student learning outcomes.
- To provide orientation and consultation to faculty.
- To provide outreach to the various student and community groups by offering opportunities such as workshops, seminars, lectures.

## Mission

Information literacy is more than teaching students how to use the library. An information literate person is a lifelong learner who is able to find, evaluate, and use information effectively to think critically and make informed decisions. As Librarians, we are active partners with disciplinary faculty in developing information literate students because we are experts in information seeking behaviors, the structure and organization of information, and how information is evaluated.

## Learning Outcomes

The framework for the Information Literacy Program (ILP) curriculum is the Information Literacy Standards for Higher Education adopted by the Association of College & Research Libraries (ACRL), the American Association for Higher Education (AAHE) and other higher education organizations since their distribution in 2000. Additionally, numerous disciplinary and accrediting associations have also incorporated aspects of the Standards and/or information literacy language into their documents. Abu Dhabi University Library focuses on the various University College courses as well as core courses in the specific majors.

For more information about the program, please contact the library email: **adulibrary@adu.ac.ae**

## Subject Guides

The library website contains subject research guides that are calibrated to the ADU current Colleges. These guides are created to make your life easier. They feature suggested catalog searches, databases, journals and websites to help you and your students. Use these guides to help your students find information resources they need. If you don't see what you are looking for, let us know, we are happy to customize these resources to support your needs.
The guides also contain links to information that help you and your students understand the information environment. They include information about how to cite sources, avoid plagiarism, find Books and Journals and more. Please take a moment to review them and share them with your students.
Today's information environment is in constant flux. If you or your students need research assistance, contact us. We're happy to help.

## Copying and Printing

The black and white multifunction machines located in the Library can print, scan, and photocopy. Two color machines located inside the Library can copy, print, and scan. All ADU members and others will need ADU card to copy/print/scan. No cash will be accepted by the machines in the Library Only cards.

## How to print a document

In order to print a document, you need to be logged into your student account. In order to print through the UniPrint system, Please follow these steps:

1. Open your document.
2. Choose File, then Click Print.

In the Print Windows choose ADUSecure-BLK as printer.

**How and where do I pick up my printouts?**

Please go to the Printer (located beside the Librarian Desk in Library). Swipe the card or use your Student Login as mentioned. Once you are logged in you will see the list of documents you have sent from your computer.

Select the documents you would like to print and click "Print" Button or Press Print All. The documents will now be printed, pick up your pint out. Make sure you logout from the printer. To do this, hit the fifth button beside Card Reader, it will bring you back to Jobs Panel where you can click Logout.

**How to Recharge my UniPrint Account**

In order to add credit to your UniPrint Account, Please go to Finance Department provide them with your ID number and the amount you would like to add to your UniPrint Account. The Cashier will add the Credit to your account; you can check your available balance at the printer
Note: You can only pay in cash on the counter; Credit Card cannot be used to pay for the UniPrint account.

**How to Activate my Student ID**

Your ADU Student ID card has already been linked to your UniPrint Account and can be used to print documents, however, if the Printer is not able to authenticate your ADU Student ID, Please go to Finance Counter and ask them to register your ID card with your account. Once the card has been registered it can be used any time.

## Hours and Operations

**General Hours**

| | |
|---|---|
| **Sunday – Thursday** | 8:00 A.M.- 8:00 P.M. |
| **Friday** | CLOSED |
| **Saturday** | 12:00 P.M. - 4:00 P.M. |

Access the Stack Timings at: **http://libguide.adu.ac.ae/StackSchedule**
Regular Semester Hours (Fall, Spring, winter & Summer) begin and end on the first day of classes and the last day of final exams.
Interim Hours begin on the day after the last day of final exams and end on the day before the first day of classes.
Public and Religious Holidays please see the University Calendars

**Ask library staff about the opening hours during exam period.**

Alternatively, you can visit the library portal for more information at **https://library.adu.ac.ae/**

For more assistance, please write to us at: **adulibrary@adu.ac.ae**

**For more updates please folow us via the library social media channels:**

facebook.com/Library.adu instagram.com/@Adulib twitter.com/ADURef

youtube.com/ADULibraryRef ae.linkedin.com/pub/adu-library/2a/593/418 library.adu.ac.ae

# Reach Us

**Abu Dhabi Campus**
P.O Box 59911, Abu Dhabi, UAE

**Al Ain Campus**
P.O Box 1790, Al Ain, UAE

**Dubai Campus**
P.O Box 59911, Dubai, UAE

**Toll Free Number:**
800 23968

**International Students:**
+971 2 5015555 (Call Center)

AbuDhabiUni/