Title: Library Procedures

Code: GU-PR51LIB

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Review: The procedures are subject to periodic reviews as per amendments

of Library Policy

This document replaces the "Library Procedures GU PR51LIB, Version 2".

1. Purpose

The purpose of this document is to describe Gulf University library procedures, to ensure that students, academic and administrative staff members, alumni, researchers, and visitors become effective users of the library resources.

2. Scope

The procedures apply to:
- the library at Gulf University.
- academic and administrative staff members, and students at the university.
- alumni of Gulf University.
- researchers and visitors.

3. Acronyms

BQA	Education and Training Quality Authority
QADC	Quality Assurance and Development Center
VP Academic	Vice President for Academic Affairs

4. Definitions

Circulation: This is the process of borrowing, returning, and renewing of a book or books by a client.

Collection: Collection is the library resources, both print and electronic.

Researcher: A researcher is a person with appropriate approval who can access the library resources for scholarly activities.

Selection: Selection refers to the decision that must be made either to add a given title to the collection or withdraw one already in the collection.

Student: A student is any individual who has completed the formal procedures necessary to register on a program offered by Gulf University.

Visitor: A visitor is a person with authorized access from the university management to visit and use the library resources.

5.   Procedure Details

5.1 Management of the Library:

5.1.1 The head of the library shall develop the annual action plan based on the university strategic plan, before the end of each academic year, shall have it approved by the VP Academic and communicated with the colleges and the QADC.

5.1.2 The head of the library shall develop the annual budget of the library during the months of November-December of each year, in collaboration with the finance department.

5.1.3 The head of the library shall develop the following reports:
   a) Library utilization monthly report, (GU-PR51LIB-F01), which shall be sent to VP Academic, dean of colleges, and chair of research council.
   b) Library annual report at the end of each academic year.

5.1.4 The head of library shall develop the risk assessment plan (GU-PR51LIB-F02), and risk management plan (GU-PR51LIB-F03), in the months of October and May of each academic year. The plans shall be reviewed and approved by VP Academic and shall be sent to QADC.

5.1.5 The head of library shall develop the improvement plan following the QADC audits.

5.2 Library Induction:

5.2.1 The head of the library shall plan and conduct the library orientation at the beginning of each semester. This orientation shall be for new academic staff members, and students both old and new.

5.2.2 The head of the library shall coordinate with the colleges and the unit of student services for scheduling the orientation sessions.

5.2.3 The orientation sessions shall focus on the access and use of the library resources.

5.3 Library Card Application (through the library system):

5.3.1 The following documents shall be presented to the library staff for processing the card:
   a. Student:
      - ID Card.
      - Mobile number.
   b. Academic and Administrative Staff Members:
      - Staff Business Card.
      - Mobile number.

5.3.2 Library staff shall enter the card details in the library system.

5.3.3 Library staff shall review and update the clients' accounts on the library system at the beginning of each academic year (each semester as necessary).

5.4 Development and Update of Library Collections:

This article sets out how the collections will be acquired and updated by the library to support teaching and learning, and research at the university, involving careful collaboration between the library staff and the academic and administrative staff at the university.

5.4.1 Library subscriptions:

5.4.1.1 The librarian shall review the status of collections before the end of each academic year, shall communicate with deans of colleges and chair of research council to determine the renewal/upgrading of subscriptions of databases, journals, and e-books for the following academic year, where usage and needs continue to be high.

5.4.1.2 The librarian shall summarize the needs for each category and shall process it with the VP Academic Affairs followed by final approval from the president of university.

5.4.1.3 The librarian shall send the approved needs to the finance department for processing.

5.4.1.4 The librarian shall inform the deans of colleges and/or chair of research council about the renewed/upgraded collections.

5.4.2 Books and e-books Purchase:

5.4.2.1 Before the end of each academic year (preferably by the end of the month of May) all academic departments shall review the status of currently available books/e-books for their programs, shall determine their needs of new resources for the subsequent academic year and shall have it approved by the relevant dean of the college.

5.4.2.2 Each college shall develop a list of the approved needs linked to their budget and send it to the librarian for further processing.

5.4.2.3 The librarian shall conduct physical verification for counter checking from the library holdings through the system and the accession record.

5.4.2.4 The librarian shall prepare the final list of needs for purchase as checked, based on the availability, number of copies, and bibliographic description.

5.4.2.5 The librarian shall facilitate the request of quotations from a minimum of 3 book suppliers/dealers.

5.4.2.6 The librarian shall prepare the memo request for purchase and the book canvass and shall process it with the VP Academic Affairs followed by final approval from the president of university.

5.4.2.7 The librarian shall send the book purchase order to the finance department for processing the payment.

5.4.2.8 The delivery of requested books shall be checked by the librarian and an auditor, who represents the relevant college, and shall be processed by the librarian as ready for circulation.

6. Responsibilities

Library staff are responsible for:
- appropriate implementation of this document.

Heads of Departments are responsible for:
- ensuring that all faculty members are fully informed of this document.

Head of Student Services Unit is responsible for:
- ensuring that all students are fully informed of this document.

Heads of Units, Managers of non-academic Departments are responsible for:
- ensuring that their staff is fully informed of this document.

Deans are responsible for:
- ensuring that all faculty members follow this document.

The Vice President for Academic Affairs is responsible for:
- ensuring that this document is appropriately implemented.

University Policy Development and Review Committee is responsible for:
- Systematic review of the effectiveness of this document.

7. Related Policies
- Library Policy

8. Related Procedures
- Library Services Procedures

9. Related References and Standards

BQA	National Qualifications Framework Handbook
BQA	Programs-within-College Reviews Handbook
BQA	Institutional Review Handbook