



**Title: Library Policy**

**Code: GU-PL51LIB**

**Version: 3.1**

**Date of Issue: 2024**

**Effective Date: July 2024**

**Approval Authority: Board of Trustees**

**Document Owner: Vice President for Academic Affairs**

**Review:** The policy is subject to a periodic review of every 4 years or in a shorter cycle as per amendments of University Policies.

This document replaces the “Library Policy, GU PL51LIB, Version 2” and “Library Services Policy, GU-PL52LIBS, Version 2”

### 1. Purpose

The purpose of this document is to set the framework in which the library develops and manages its resources, both print and electronic in support of the priorities outlined in the university strategic plan.

### 2. Scope

This policy applies to:

- all academic and non-academic units at Gulf University,
- all academic and administrative staff, and students at Gulf university,
- alumni of Gulf University,
- visitors and researchers.

### 3. Acronyms

|            |                                          |
|------------|------------------------------------------|
| <b>BQA</b> | Education and Training Quality Authority |
| <b>GU</b>  | Gulf University                          |
| <b>HEC</b> | Higher Education Council                 |

### 4. Definitions

**Call Number:** This is an identification code assigned to a library collection item (book, video or audio recording, manuscript, periodical, musical score, etc.) that distinguishes one item from another and indicates its location in the library.

**Catalog:** This is an organized written collection of all the materials (books, videos, journal, films, audio recordings, etc.) held by the library.

**Cataloging:** The process of creating and maintaining bibliographic records for all items in the library’s collection.

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

**Client/ Patron:** A person who frequents the library to borrow some books or does academic work like reviewing, reading, or writing.

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

**Electronic Resources:** Electronic materials such as e-books, online journals, and databases that are available through the library.

**Interlibrary Loan:** This is a service provided by the library to allow patrons to access the materials available in other libraries.

**Journal:** An academic or professional periodical usually issued on a regular basis (e.g. monthly or quarterly), which contains scholarly articles, reports, research, and/or papers.

**Library:** An organized collection of information resources and services, providing access to books, periodicals, electronic resources, and other materials to support the educational, informational, and recreational needs of a community.

**Overdue Fines:** Fees charged to patrons for returning borrowed items past their due date.

**Periodical:** A publication that appears on a continuous and predictable schedule, such as newspapers (daily or weekly), magazines, and journals.

**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 one or more the collection or withdraw one or more titles from the collection.

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

**Weeding:** The process of systematically removing outdated, damaged, or no longer needed items from the library's collection.

## 5. Policy Statement

Gulf university is committed to providing library services following the standards of the regulatory bodies. The university ensures that the library assists in the realization of the university's core values of Integrity and Ethics, Collegiality, Leadership, Diversity and Inclusion, Collaboration, Creativity, and Sustainability.

GU ensures that the library supports the university community by providing a sustained, well- balanced library collection that would be responsive to the needs of students and staff members contributing to their academic and scholarly achievements, and to serve the academic programs efficiently.

GU is committed to establishing links with local, national, and international libraries to enrich the library resources.

## 6. Policy Details

- 6.1 Gulf University aims to assist the administration in the promotion of academic programs through library collections and activities in line with the vision, mission, and strategic directions goals of the University.
- 6.2 Gulf University is committed to serving the instructional, research and learning needs of the university community through selection and acquisition of library materials.
- 6.3 GU is committed to accommodating outside researchers as one of the services of the library to the community.
- 6.4 GU ensures that the library provides students, academic and administrative staff members, researchers, alumni, and visitors with the following library services:
- i. Reference Service:  
This includes information and clarification on inquiries pertaining to the collection, facilities and services being offered.
  - ii. Induction Service:  
This aims to promote programs, services, and facilities of the library.
  - iii. Circulation Service:  
This is to provide an open shelf system for printed resources.
  - iv. Online Databases Access:  
This includes access to online databases and electronic resources.
  - v. Interlibrary Loan:  
This provides access to materials available in other libraries outside Gulf University.

## 7. 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 are 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.

**8. Related Policy**

- None.

**9. Related Procedure**

- Library Procedures

**10. Related References and Standards**

|            |                                            |
|------------|--------------------------------------------|
| <b>BQA</b> | National Qualifications Framework Handbook |
| <b>BQA</b> | Programs-within-College Reviews Handbook   |
| <b>BQA</b> | Institutional Review Handbook              |
| <b>HEC</b> | Regulations and Resolutions                |