



ZARQA UNIVERSITY

LIBRARY GUIDE



Introduction

Recognizing the importance of keeping pace with the needs of academic programs and the requirements of study and scientific research, Zarqa University's senior administration established a leading university library charged with supporting academic studies and scientific research in line with its founding objectives. The University provided the human and material resources necessary for the Library to fulfill its mission.

The Library began on a modest scale appropriate to the number of students at the University. It subsequently developed to include reading halls, periodicals and reference sections, internet facilities, circulation services, and facilities for persons with disabilities. Its collections and user numbers have grown significantly, alongside the rapid growth of information and increased demand from researchers and students as the number of faculties and programs expanded and postgraduate and evening programs were introduced.

Library Objectives

The Library derives its nature from the University itself. It is an integral part of the University and contributes to its development and continuity. Its principal functions are:

1. To provide diverse information resources, including books, periodicals, reference works, audiovisual materials, and electronic databases, ensuring that collections are current, balanced, comprehensive, closely related to curricula and research, and supportive of students' cultural development.
2. To organize information resources through cataloging, classification, and indexing, thereby preparing them for use and facilitating information retrieval.
3. To train users in effective library use through appropriate guidance and training programs, including orientation week, guided tours of library departments and services, and lectures and seminars introducing the Library and its activities.
4. To provide library services, including circulation, reference, internet access, computerized information retrieval, the online catalog, and information services for teaching and administrative staff and the local community through available means.
5. To train professionals working in the field of library and information science and cooperate with educational, academic, and professional institutions in the region.

The Library continues to develop and improve its operations to sustain comprehensive quality across all services.



Library Vision and Mission

Vision

Excellence in library services and the creation of a healthy environment that supports the academic contributions of faculty members and strengthens their role in community development.

Mission

To make information resources available to faculty members, students, researchers, and academics, and to facilitate access to these resources.

Goals

- To develop work procedures and mechanisms.
- To improve library services and support current awareness and selective dissemination of information.
- To deepen and expand cooperation with university libraries at the national, Arab, and international levels.

Core Values

- Leadership: innovation, creativity, excellence, and transparency.
- Quality: continuous improvement and development, professionalism, and mastery.
- Scientific research: a means of developing and advancing society.

Library Membership in Professional Institutions and Organizations

The University Library is a member of the following professional organizations:

1. Jordanian Library and Information Association.
2. Iraqi Library Association.
3. Arab Federation for Libraries and Information (AFLI), headquartered in Tunisia.
4. Center of Excellence for Library Services for Private Jordanian Universities.

Library Building

The Library was established in the summer of 1994, alongside the founding of the University, and achieved rapid growth and development within a short period. The new Zarqa University Library building is one of the University's prominent architectural landmarks.

The establishment process followed a scientific approach, beginning with a symposium hosted by the University entitled "Specifications for a Model University Library Building." Directors of public and private university libraries in Jordan, together with representatives of engineering firms, attended the



symposium. Submitted papers were discussed, and recommendations concerning the specifications of a model university library building were produced. The recommendations were then given to an engineering firm selected by the University to prepare a suitable design.

The Library was built according to modern architectural designs inspired by Islamic architecture and harmonized with other University buildings and facilities. Centrally located on campus, it offers generous space, adequate ventilation, and suitable lighting. The move into the building took place at the beginning of February 2003.

The building consists of four floors with a total area of 6,000 square meters, as follows:

1. Basement

- Acquisitions, Donations, and Exchange Department.
- Cataloging and Classification Department.
- Storage facilities for back issues of Arabic and foreign periodicals.
- Staff lounge.

2. Ground Floor

- Administration.
- Hashemite Hall.
- Computerization Department.
- Library and Information Science Department laboratory.
- Circulation, Reserve Shelf, and Returns Department.
- Arabic Periodicals Hall and Foreign Periodicals Hall.
- Online catalog.
- Security and monitoring.

3. First Floor

- Arabic Books and University Theses Hall.
- Two computer laboratories and internet services.
- Thirteen individual study and research carrels.
- Prayer room for male students.

4. Second Floor

- Foreign Books Hall.
- Arabic and foreign references and graduation projects hall.
- Two discussion and dialogue halls.
- Thirteen individual study and research carrels.
- Computer laboratory and internet services.



- Prayer room for female students.

Library Collections

The Library's collections combine traditional information resources with modern electronic resources. The University allocates a substantial portion of its budget to supporting the Library and developing its holdings. The available resources include:

- Books: 82,440 titles in Arabic and English, comprising 128,009 copies, with collections continuously expanding, in addition to thousands of e-books accessible through subscribed electronic databases.
- Periodicals: 960 general and specialized, refereed and non-refereed journals in Arabic and English.
- Electronic databases: EBSCO; ScienceDirect; ACM; IEEE; Springer; Wolters Kluwer; Qararuk; University of Jordan theses and dissertations; and the Shamaa Educational Database.
- Non-book materials: more than 2,000 audiovisual and other materials, including videotapes, compact discs (CDs), cassette tapes, maps, and some transparencies.

Information Services Provided by the Library

Zarqa University Library serves students, teaching and administrative staff, members of the local community including researchers and learners, University graduates who maintain their connection with the University, and certain institutions that have cooperation agreements and programs with the Library. Its main services are:

1. Circulation Services

A. In-library use: The Library follows an open-shelf system, allowing users to go directly to the shelves to retrieve the books they wish to consult.

B. External borrowing: The Library uses an automated circulation system for all loan and return procedures. University ID cards are used by students and members of teaching and administrative staff.

C. Overnight loans and the Reserve Shelf: Some books are placed on reserve on the recommendation of faculty members as supplementary references for courses. A University member may borrow one book one hour before closing and must return it during the first hour of the following working day. Late returns incur a fine of 100 fils per hour.

Steps for Borrowing Books

1. University students borrow books using the university ID card issued by the Deanship of Student Affairs. The card may be used only by its holder. Circulation is automated using barcode readers.
2. The process begins by obtaining the book's call number (classification number plus author code, consisting of the initial letters of the author's name or title) from the computer. The user then



retrieves the book from its shelf under the open-shelf system. Staff of the Guidance and Reference Services Department can assist.

3. Each category of borrower may borrow a specified number of books for a set period, as shown in the following table.

Borrower Category	Number of Books	Loan Period
Faculty members	20	One full academic semester
Administrative staff	3	4 weeks
Undergraduate students	4	3 weeks (21 days)
Postgraduate students (diploma, master's, doctorate)	6	28 days
Continuing education students	3	14 days

1. Make sure to obtain a borrowing or return receipt from the responsible staff member.
2. Books returned after their due date incur a fine of 150 fils per day for each book. Borrowing privileges are suspended while fines remain unpaid. Official holidays such as Eid al-Fitr and Eid al-Adha are generally excluded.

Student Reminder

- Forgetting or losing your university ID card may result in loss of borrowing services.
- Allowing another person to use your university ID card may result in loss of borrowing services.

2. Reference and Guidance Services

This is among the Library's most important services. The Library provides a suitable collection of reference works and has appointed qualified, experienced reference staff to respond to users' questions and inquiries, meet their information needs, and explain how to find and use available resources.

3. Current Awareness and Selective Dissemination of Information

The Library informs members of the University community about newly received materials through the following methods:

- Publishing a monthly list of new acquisitions at the end of each month.
- Displaying photocopies of the covers of newly acquired books on the announcements board.
- Informing users by telephone or email when books relevant to their fields arrive.

4. Bibliographic Services

The Library prepares bibliographies on topics requested by faculty members, researchers, and students.



5. Online Catalog Service

The Library provides sufficient computers in its reading halls for users to search its diverse information resources.

6. Internet and Subscribed Electronic Database Services

The Library provides three internet service halls, available free of charge to all users.

7. Electronic Library Service

The electronic library is a website featuring numerous valuable books in PDF format. Teaching and administrative staff may access it using their employee number and personal password; students may use their university number and registration password.

8. Branch Library for Evening and Postgraduate Students

A branch reading room has been opened in the Faculty of Economics building, equipped with library facilities to serve evening and postgraduate students.

9. User Training

The Library trains users in basic skills for effective and independent use of the Library, finding information resources, and searching the online catalog and subscribed electronic databases, so they can benefit fully from its materials and services.

The Library also offers practical training to graduating students specializing in Library and Information Science, as part of the practical training course in their study plans, both from within the University and from outside it.

It additionally produces supporting materials for user training and guidance, including printed and electronic brochures and guides, and educational films.

Computerization, Technical Processes, and Research Facilities

1. The Library began computerizing its collections when it was founded in early summer 1994, using the CDS/ISIS software package designed for libraries and information and documentation centers. The system allows users to retrieve materials using any descriptive field, such as title, author, publication details, and main subject.
2. The Library subsequently migrated its automation operations to an Oracle-based system.
3. The Library uses the Dewey Decimal Classification system and the Arabic modifications to its 22nd edition.
4. The Library follows the Anglo-American Cataloguing Rules (AACR2).
5. The Library uses an expanded thesaurus to identify descriptors for indexing its collections, along with appropriate Arabic and foreign subject-heading lists.



6. The University Library is connected to the University's internal network, enabling faculty members to search the online catalog and electronic databases from their offices.
7. The Library has a website within the University website, where users can search the online catalog and subscribed electronic databases and contact the Library.

How to Search the Online Catalog

To search the online catalog for an information resource in Arabic or English, follow these steps in accordance with the system instructions:

1. Select the type of document to search: book, periodical, disc, or student project.
2. Select the search method: author, title, subject headings, or all fields.
3. For a title search, for example, enter the book title or any word from it, then choose one of the search operators: Equals; Begins with; Contains; Ends with. Click Execute. The number of matching records will appear. Use the keyboard up and down arrows to browse the records, following the on-screen instructions.
4. The book record displays the author's name; title; edition; place of publication; publisher; date of publication; number of pages or volumes; and call number (classification number), used to locate the book on the shelves. It may also display the number of copies, book identification/barcode number, and status, such as On Loan, Reserved, Missing, or Being Bound.

General Instructions and Guidelines for Library Use

- The Library administration and staff are here to serve you; do not hesitate to ask for assistance.
- The online catalog is your key to locating information resources in the Library. Try using it before going to the shelves.
- When you take library materials (books, reference works, or periodicals) from a shelf, leave them on the table after use; reshelfing is the responsibility of the designated staff member.
- Do not disturb the arrangement of books on the shelves. Keeping them in their proper places benefits you and others.
- Do not write notes on any library materials. Always preserve them for your own use and that of others.
- Keep the Library clean for your comfort.
- Do not reserve library seats, as this infringes upon the rights of others.
- Do not move seats, as doing so disturbs others.
- Take care of Library furniture and equipment, which are provided for your use.
- Eating, drinking, and smoking are prohibited inside the Library.



- Return borrowed books by the specified due date, as others may need them.
- Do not speak loudly, as this disturbs others.
- Maintain order and quiet to ensure a suitable reading environment.
- The Library is not responsible for items lost by readers on its premises.
- Your compliance with the rules and guidelines reflects a civilized attitude of which we are proud.

Brochures and Guides Available in the Library

1. Library Guide (printed and electronic).
2. Library Etiquette.
3. Instructions for Using the Online Catalog.
4. General Guidelines for Using the Library.
5. The Hundred Main Classes and Divisions of the Dewey Decimal Classification System.

We welcome your suggestions and respect your opinions.

Future Plans for the Library

In its pursuit of development, continuity, and service to users, Zarqa University Library has established future plans, the most important of which are:

1. Expanding community services to maximize the benefit derived from Library materials.
2. Expanding selective dissemination of information and current awareness services.
3. Expanding electronic library services.
4. Expanding the provision of electronic information services.

Operational Concepts and Terminology in the Library

1. Reference Works (References)

A reference work is a book in which information is organized in a particular way and is consulted rather than read from beginning to end. Examples include encyclopedias, dictionaries, indexes, directories, and statistical tables. Reference works are distinguished from ordinary books by adding the Arabic letter (ا) for Arabic books or (R) for foreign-language books before the classification number. Reference works are located on the second floor of the Library.

2. Periodicals

Publications issued at regular intervals, whether daily, weekly, monthly, or quarterly, such as newspapers, magazines, and annuals. Periodicals are located on the ground floor of the Library.



3. University Theses (Thesis)

An unpublished thesis submitted for a master's or doctoral degree. Such works are identified by the Arabic abbreviation (ج.ر) or the English abbreviation (Th). They are located on the first floor of the Library.

4. Audiovisual Materials

Discs, tapes, and films. These materials are located on the ground floor of the Library.

5. Online Public Access Catalog (OPAC)

An organized list of the information resources held by the Library.

6. Database

A database that provides full-text information resources as well as bibliographic information.

7. Arabic and Jordanian Curricula and Guides Collection

Identified by the Arabic abbreviation (م.ك) or the English letter (C).

8. Student Graduation Projects Collection

Projects produced by University students, identified by the Arabic abbreviation (ت.م) or the English abbreviation (G.R).