



## **UNIVERSITY LIBRARY**

*Any Time • Any Where*

## **LIBRARY USER GUIDE**

## **WELCOME TO AUM LIBRARY**

AUM Library provides a welcoming and well managed facility that will encourage research and dissemination of scholarly information and ideas. It also provides information resources and services to support the instructional programs and educational goals of the university.

To achieve these goals, the AUM Library provides a rich collection of print and electronic resources with a strong focus on course-related information literacy and reference support. The book collection Contains both print and e-books in areas relating to programs offered at AUM, Over 6 Online databases for research with access of on-campus & off-campus.

### **OBJECTIVES**

- To assist students, faculty and staff to access list of resources and retrieve information effectively.
- To support a functional and welcoming physical space for collections, study areas and services for students and staff.
- To provide a range of books, periodicals, e-resources, and other media at appropriate levels for the needs of the Institute.
- To establish state of art resources and facilities & this will respond to academic and research needs.
- To provide innovative, responsive, and effective services, to meet the changing needs of the faculty and student body.

### **WORKING HOURS**

The Library is open from Sunday through Thursday

Time: From 9.00 AM to 6.00 PM

## RESOURCES AVAILABLE AT AUM LIBRARY

1. Printed books
2. Audio Visual Materials
3. Online Databases
4. Journals & Magazines
5. e-Books
6. e-Journals
7. Case Studies

AUM Library has its membership with ECCH (European Case Clearing House) to access the cases available from their database.

## SERVICES OFFERED AT AUM LIBRARY

1. **Information Gateway (Library Website):** AUM Library has its own single gateway to access all Library resources & services from one point.
2. **Book Section:** Contains 2600 printed books in all subject areas offered by the university.
3. **E-Resources:** Library is subscribed to various online databases, which covers, E-books & · Electronic Journals, professional development collection & current news etc.,
4. **Circulation Service:** Circulation service provides issue/return / renewal / reservation for the library resources, and it also gives ready reference services to its users.
5. **Computer Lab:** Library has a computer lab facility to access all online resources subscribed by the Library.
6. **Periodicals:** Library has its own subscriptions of more than 50 printed peer reviewed journals/magazines, which users can refer for current news updates/ Scholarly research articles etc.
7. **OPAC:** Library patrons can find out the availability status our AUM Library resources like, books, journals and other resources
8. **Inter-Library Loan:** Library will have a tie-up with other universities for access to their library databases or other academic materials based on the library user request.
9. **Special Service:** Photocopying, Scanning are all available at the Library Printing Center.

## **INNOVATIVE LEARNING CENTER (E-LEARNING CENTER)**

E-Learning center at Library provides students with a flexible and effective learning environment, and a wealth of functionality and tools just a click away. The center hosts an extensive and modern lab with 80 workstations to provide access to the students to various skill and knowledge enhancing courses through dedicated eLearning portals. The students can currently access more than six hundred various business related mini courses through the eLearning portal from the lab or outside the campus to enhance their skills and knowledge. The center hopes to provide similar courses in other areas in the future based on the student needs. The content of the courses makes the most out of the latest multimedia technologies to deliver an interactive, highly effective learning experience. The users performance can be tracked and monitored through a user friendly learning management system and can be integrated with the regular course work. The eLearning center hopes to become a focal point in enabling continuous learning among our students by supplementing their regular course work, and by leveraging technology.

## **LIST OF PERIODICALS SUBSCRIBED BY AUM LIBRARY**

### **Accounting & Finance Journals**

1. Journal of Accounting Research
2. The Journal of Finance
3. The Accounting Review
4. International Journal of Islamic and Middle Easter Finance & Management

### **Information Technology**

1. Computer World
2. Journal of Information Technology Research

### **Marketing**

1. Journal of Marketing
2. Journal of Marketing Research
3. Journal of Consumer Research
4. Gulf Marketing Review

### **Management**

1. Administrative Science Quarterly
2. The Academy of Management Journal
3. Management Today
4. The Academy of Management Review
5. MIT Sloan Management Review

### **Operations Management**

1. Operations Research
2. Journal of Operations Management

### **Human Resource Management**

1. Journal of Human Resources

### **Engineering**

1. Engineering Economist

### **Business**

1. Business Week
2. Business World
3. Journal of International Business Studies
4. China Business Review
5. Harvard Business Review

### **Management Information Systems**

1. International Journal of Business Data Communications and Networking
2. International Journal of Enterprise Information Systems
3. MIS Quarterly

### **Magazines**

1. Forbes
2. Fortune
3. Inc. Magazine
4. Economist
5. Trends

## **LIST OF ONLINE DATABASES**

You can access the following online databases/ journals by browsing <http://www.aum.edu.kw/library/Databases.htm>

### **1. Safari Books online**

A ready-reference resource featuring over 5,800 titles, with coverage from 1996. It covers the technologies most essential to users including certification, enterprise computing, Java, Linux/Unix, Web development, Windows, XML, and more. Users can search hundreds of books simultaneously online, saving time and quickly finding the information they need. A joint venture of O'Reilly Media and The Pearson Technology Group, Safari Tech Books Online offers a valuable collection of reference content from these two premier IT publishers. Together, the two companies deliver well over half of all IT books published.

### **2. Emerald**

Integrated access to journals, reviews and user-centric support resources. Management full text articles - an extending collection of 85,000 full text articles from 175 peer-reviewed journals published by Emerald. Management Reviews - 300 of the world's best management and business journals taken from Emerald Management Reviews (these are selected by an independent accreditation board of industry experts).

### **3. EBSCO: Business Source Complete**

This is the world's definitive scholarly business database, providing the leading collection of bibliographic and full text content. As part of the comprehensive coverage offered by this database, indexing and abstracts for the most important scholarly business journals back as far as 1886 are included. In addition to the searchable cited references provided for more than 1,200 journals. Journal ranking studies reveal that Business Source Complete is the overwhelmingly superior database for full text journals in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics. Additional full text, non-journal content includes financial data, books, monographs, major reference works, conference proceedings, case studies, investment research reports, industry reports, market research reports, country reports, company profiles, SWOT analyses and more.

### **4. Regional Business News**

A companion to Business Source Complete, Regional Business News provides full text for more than 50 regional business publications (including titles from Crain Communications).

### **5. Professional Development Collection**

Professional Development Collection provides a highly specialized collection of electronic information especially for professional educators, professional librarians and education researchers. This collection offers information on everything from children's health and development to cutting-edge pedagogical theory and practice. Professional Development Collection includes full text for Chronicle of Higher Education, Educational Leadership, Journal of Education, Journal of Higher Education, Journal of Learning Disabilities, Theory into Practice, and nearly 520 high quality education journals. This database also contains more than 200 educational reports.

### **6. JSTOR**

JSTOR offers over 1000 leading academic journals across the humanities, social sciences, and sciences, as well as selected monographs and other materials valuable for academic work.

## CIRCULATION PROCEDURES

### Faculty & Staff

Resource	Quantity	Duration
Books	5	30 days
Journals (back issues)	2	5 days
CDs/DVDs	2	5 days

### Students

Resource	Quantity	Duration
Books	3	10 days
Journals (back issues)	2	5 days
CDs/DVDs	2	5 days

### Issue

- Resources are issued within the issue limit of the user.
- The user should get the documents duly issued at the Circulation Counter.
- The documents should be collected in person.
- The latest issues of the journals will not be issued.
- Annual reports and Career guides are issued for two days.

### Reservation

- Resources can be reserved only when they are on loan.
- The availability of the reserved item would be informed through e-mail.
- The reserved resource should be collected from AUM Library within 48 hours after intimation. Otherwise the reservation stands cancelled.

### Return

- Books should be returned on or before the due date mentioned in the Due date Slip.
- Reminders would be sent to the User accordingly.

### Renewal

- Books can be renewed once for 10 days if there is no reservation against the particular item.
- Journals and AV Resources will not be renewed.

### Fine Schedule

- A fine of KD 0.500/- per book/day would be charged for overdue books.
- The fine details of each user would be submitted to the Accounts Dept. on a quarterly basis for further action.

### Lost / Damaged Resources

- The Users should replace the resource at his/her own cost within 30 days.
- If the user fails to replace the book within the stipulated time, the Library would initiate the purchase and the user would be charged the actual cost of the resource plus 20% the additional charge depending on the type of the resources.

## **LIBRARY USER CONDUCT POLICY**

The following policies apply to Library users in all public service areas:

### **GENERAL BEHAVIOR EXPECTATIONS**

Library patrons must show consideration for others and should behave in a manner which does not inconvenience, offend, or limit the rights of other patrons to have access to library materials, services and facilities. Patrons should behave in a manner which does not interfere with or otherwise prevent the Library staff from providing Library services.

If the code of conduct described is not observed, disciplinary action will be taken against the offender. The following minimum standards of conduct are to be observed in the Library.

Maintain absolute Silence in the Library.

- ✓ Smoking is not permitted anywhere in the Library.
- ✓ Food & Drink are not permitted in the Library.
- ✓ Cell phone is not permitted to use in Library premises.
- ✓ Only lidded water bottles are permitted in the Library.
- ✓ All activities in the library will be conducted in a quiet manner to avoid disturbing other patrons.
- ✓ Headphones must be used on any device that emits sound.
- ✓ Online gaming is not permitted on any computer in the Library.
- ✓ Patrons are required to show valid identification upon request from Library or security staff.
- ✓ Patrons are required to use library equipment and facilities for designated purposes only.

### **LIBRARY SUPPORT**

Our Head Librarian and the Library staff, welcomes your questions and available for any assistance by calling: 22251400 Ext. 1063, or Email: [library.support@aum.edu.kw](mailto:library.support@aum.edu.kw)