The Library

The Public Library

The Library Mission

The library Function

- **Acquisition Section**

- **Organzation of kondledge section**

- **Techincal Section**

- **Databases & Information Services Section**

Structure of the library

The library holdings

- **Distribution of the library collections**

- **Organzation of Konwledge**

The library automated system

The library services

- **The automated circulation system**

  - Recalls

  - Reservation

  - Reference works

  - Non-printed materials

  - Photocopying

- **User Guiding**

Research Facilities

- **The Electronic Library**

- **Dialog Databases**

- **EBSCO Host Databases**

- **Electronic databases & Internet Services**

- **Library Information Services**

- **Multimedia lab**

- **Research & Study Carrels**

On line catalogues

The Cooperation & Coordination Programme

Tours

Opening Hours

The Library Telephone Directory

The University's library at Philadelphia University was established in 1991 and has since then aimed at insuring the availability of various information sources in all areas of knowledge, which fit the standards in effect. The university's library is regarded as a center of information through which it plays a major as well as an effective role in supporting the learning process in addition to the current as well as future academic programmes through introducing services to beneficiaries as well as using the different information sources along with working on strengthening its relations with the administrative staff at the Faculty of Law represented by its Deanship and teaching staff with whom the library staff keep in touch directly to stay in the picture in case of the emergence of new developments relating to the study programmes, department curricula, current and/or future plans by the department to build library series in order to respond to the needs of the beneficiaries regarding legal issues that are closely linked to the program's aims.

The library uses an automated system to computerize it contents (MINISIS-M2l) which facilitates searching for books. There are currently 20 machines available, 10 of which are already on the counter for research and return, whereas the other 10 are distributed around various halls. Furthermore, procedures have been especially made for research purposes and will be placed near the computers which have been designed for such purposes, not to mention assigning an electronic library containing 30 machines for students to use on the fourth floor for research through the internet and information technology (I.T.) On the first floor, there is also room for audio/visual subjects (V.C.R. and T.V).

Aims of the Library

The university library aims at presenting sources of information and public library services to contribute in achieving the university's goals in education and research, not to mention its determination to serve the society, all of which may be achieved through the following:

1. choosing and ensuring the availability of not only the different but also the proper library materials which can contribute to enhancing and developing the university's curricula

2. facilitating study and research methods through ensuring the availability of resources necessary for students, teacher and researchers

3. creating proper conditions and tools for reading, studying and research; all of which can be done with the proper and well-equipped rooms

4. Providing different library services to beneficiaries in proper ways such as different forms of loan, reference services including bibliographical, electronic, guidance counseling development, etc.

5. training beneficiaries to properly use the library sources and different services through implementing guidance and training programs

Library Services

1. The library present students with services including guidance, loan system, bibliographical information services, current awareness and selective propagation of information

2. The library presents information services through the internet to which the library has been connected as well as opening an Internet Café and Video library

3. Photocopying services are available with very little fees

4. The library offers counseling services to beneficiaries through distributing pamphlets and guides about library facilities, proper use and references

Structure of the Library

The library is made up of a huge building consisting of three floors with an area of 4600 square meters with a capacity of 900 students. Furthermore, the library consists of the following utilities:

- The ground floor, which features an ancient plaque found in, the "Nepos" church located in Madaba.

- The first floor, which includes two main halls for Arabic books and reading as well. The first hall, also called Ihsan Abbass's hall and is composed of books of computers, philosophy, religions and languages.

- The second hall contains a collection of Arabic books relating to Science, Engineering, Literature, History and Geography. The Second floor also accommodates the main hall of the English collection and Administrative Offices.

- The Circulation Desk

- Acquisition Department

- Indexing and Classifying Department

- Audio/Visual subject hall and learning lab

- Photocopying services

- The third floor which contains current as well as old periodicals in Arabic and English, with a supplementary reading hall attached to each.

- The fourth floor, consisting of the following:

  - Internet and Electronic Library Hall
  - Isolated reading area for the teaching staff
  - Study hall for students majoring in Library Information Science
  - Conference Hall

Library Collections

The collection of the library have almost reached (80,000) printed and non-printed materials categorized as follows:

- ■ (72,000) books and references in Arabic and other foreign languages
- ■ (4,000) publications
- ■ Nearly (1,000) non-printed material such as video tapes, cassettes and CD ROMs, slides and maps in addition to (250) specialized periodicals

Periodical Classifications

The library follows the Dewy Decimal Classification Scheme in classifying its collections; the most commonly used system in the world. The DDC Scheme classifies knowledge into the following ten main categories with uniform notations (classification numbers) that range from 000-999 as follows:

000-Generalities

100- Philosophy and Psychology

200- Religion

300- social Sciences

400- Languages

500- Natural Sciences & Mathematics

600- Technology (Applied Sciences)

700 – Arts

800- Literature and Rhetoric

900- History and Geography

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Loan Regulations and Instructions

There are specific instructions for loan set by the public library in general and the legal one in particular:

1. No loan is permitted except with library Card which is granted once a year only and is renewed at the beginning of each school semester.

2. Students may borrow (check out) 3 books for a period not exceeding 2 weeks.

3. Students may not check out additional books if previously checked out ones are late.

4. A fine of 250 Fils is charged per day for late returns

Book Search:

* use automated index available at the entrance of the library to get all the data you need concerning the book including author's name, book title or subject in order to find out the classification number which should guide you to the right shelf, as the books are usually organized in a hierarchical order according to their classification numbers.

* Go to the hall where the book is located

* Look up the classification number of the book without touching other shelves

* pull out the book you need and bring it to the loan desk along with your university I.D. which you present to the library personnel

* Remember that forgetting or losing you I.D. will deprive you of loan services

* if book is unavailable, this means that it has been already checked out by someone else or being currently used inside the library

* Stop at the loan desk to inquire about the status of the book and the return date and if possible, get the name of the person who checked out book if that was the case.

* when leaving the library, always remember to show any books you have checked out to the library inspector at the entrance