A Guide to
Philadelphia University Library & Information Resources

Philadelphia University
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Philadelphia University Library

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Introduction

The Library Guide aims to introduce all Library services to various users (Students, teaching faculty, staff members, and research workers**).**

The Guide gives users general information about the library site, holdings, sections, and information resources available (i.e Ebsco, Ebrary, Sciencedirect … etc) .

Hope it will be beneficial for all, and improvement suggestion are welcome.

Director General

Mission

The mission defines the main distinctive things that the Library does, and differentiates it from other libraries in HEPs. PU's library seeks to provide the learning resources required to provide the national and international community with well-trained workforce capable of contributing to the prosperity of the national community and the world at large, as well as to the development of Jordan's economy**.**

Aims

1. To provide an information infrastructure to enable PU's research and teaching activities to be of international class.
2. To offer a student experience which supports PU's national outreach.
3. To develop library and information professionals who are innovative and can offer leadership to PU and to the national library community.

Vision

> Where the vision is one year, cultivate flowers.
> Where the vision is ten years, cultivate trees.
> Where the vision is eternity, cultivate people.
> - Oriental Saying

The statement of vision defines what will have changed in PU's "Library and Learning Resources" within a certain number of years, as a result of successfully implementing the adopted strategic plan.

The vision at PU's "Library and Learning Resources" is to be one of the top academic- supporting learning-resources providers in institutions of higher education that provide high quality education in the country and the region. It aspires to be an integral part of a scholarly community that is dedicated to excellence through student-centered learning at the graduate and undergraduate levels of education and research, emphasizing cutting-edge professional practice in the fields of study offered.

Site Guide

Philadelphia University Library is located at the centre of the University Campus. The new Library building was designed and constructed according to the latest trends in Library construction, and was inspired by the Islamic architectural style. It was officially opened on 1st November 1998.

The Library building currently consists of four main floors comprising an area of 7.234 sq.m. and seating capacity of 2145 users

1. The Ground Floor accommodates the main entrance and two racks for new and rare books. Featured in the entrance is a splendid replica of the ancient map of Palestine from a Church in Madaba.
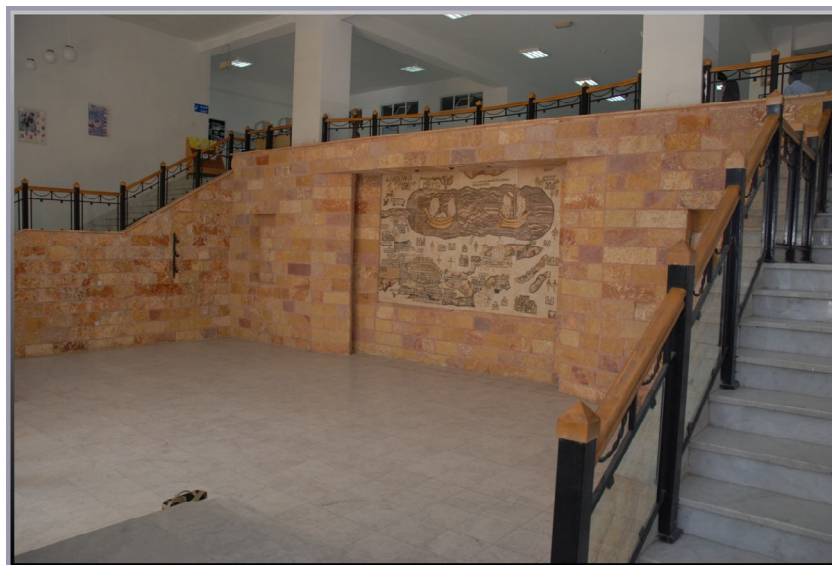
2. The First Floor accommodates the two main Reading Halls of the Arabic Collection, the E-Circulation Desk, the Technical Processing Office, the Distance Learning Lab, the Online Cataloguing Area and the Acquisition Section.

3. The Second Floor accommodates the main hall of the English Collection and Administration Offices.

4. The Third Floor accommodates Arabic and English Periodicals, in addition to a Teaching Classroom.

5. The Fourth Floor accommodates the Electronic Library with 32 PCs connected to the Internet with online access to hundreds of databases and information resources .In addition; it accommodates the teaching

facilities for Library & Information Science Dept. such as a classroom, two teaching staff rooms, and a conference hall.

Holdings

The Library comprises more than 118437 documents, which include printed and non-printed materials. The Library collections cover all areas of knowledge especially those related to the University colleges and specializations including: Humanities, Literature, Engineering, Arts, Information Technology, Computer Science, Finance & Banking, Administration, Management, Accounting, Law, Pure & Applied Sciences, Pharmacy, Nursing, Library & Information Science, Tourism, Hotels, & Hospital Administration, etc. The Library holdings consist of the following:

- Over 114772 volumes of printed material, including: books and references such as statistic, theses, governmental publications, directories, series, atlases, maps, yearbooks, encyclopedias, etc.
- Over 355 subscribed periodicals in Arabic and English, and more than 4296 volumes of periodicals back issues. In addition, the Library subscribes to 34 Arabic and English magazines & daily newspapers.
- Over 3276 non-printed materials comprising CDs, DVDs, cassettes, disks, videotapes, transparencies, and other microforms.

Classification System

The Library collections are organized according to the Dewey Decimal Classification System with some adaptations to accommodate the Arabic Language, Arabic Literature and Islamic Religion. The DDC Scheme classifies knowledge into the following ten main categories with uniform notations (classification numbers) that range from 000 - 999 as follows:

0 - 99	*Generalities*	500 - 599	*Natural Sciences & Mathematics*
100 -199	*Philosophy and Psychology*	600 - 699	*Technology (Applied Sciences)*
200 - 299	*Religion*	700 – 799	*Arts*
300 - 399	*Social Sciences*	800 - 899	*Literature and Rhetoric*
400 - 499	*Languages*	900 - 999	*History and Geography*

Cutter Number (Author numbers, or letters) are added to classification number to constitute the Call Number by which books are arranged on the shelves. The Library also uses the Anglo-American Cataloguing rules (AACR2), and the International Standards of Bibliographical Description (ISBD-M-S) for descriptive and subjective cataloguing, along with MINISIS Computer program for Processing the storage and retrieval of information.

Online Catalog & Utilization

The Online Catalogues provide access to over 100,000 documents available in the Library. On-line catalogue terminals are mainly located in the main lobby of the First Floor of the Library and replace the traditional card catalogues. Other terminals are available in each of the Library Halls and provide the Online Catalogue search. The online catalogues can be accessed inside the Library or from any lab within or outside the University campus as follows:

In the explorer address bar, type this link:

http://library.philadelphia.edu.jo where you will be directed to Philadelphia University Library Home Page.

Click "search in English collection" to start your Simple Search in English. Select either General Keyword Search, Title, Author or Subject

and enter a word or words in the window below and press "Search" to see the results, or go to Advanced Search.

The detailed results will appear on the next page. Click one of the results, and you will get detailed bibliographical information about the book, such as the Call Number (which will direct you to the location of the book), the number of copies, the status of the book, whether on loan or available, etc. (as in the examples below)

Click one of the results………………

The Call Number. will direct you to the shelf where the book is located along with other books on the same subject in the English Reading Hall. All publications are organized on the shelving units in hierarchical order according to their call numbers that range from 000-999. For further assistance, please refer to the Reading Hall supervisor or the reference librarian. If you choose to go to the Advanced Search screen, you can then combine search in order to narrow down your search and limit the results. For example, you can search books in a specific publication year or search the books of a certain author in a specific subject area, as in the example below:

If you have any difficulties or questions about finding any material you need, seek the assistance of the Reference librarians.

Library Sections

Acquisition Section

This section is responsible for developing all Library holdings of print and non-print materials through purchase, donations, and exchange of publications. The Library exchanges publications with various universities and academic and scientific institutions.

قسم التزويد

Organization of Knowledge Section

This Section carries out all the technical processes related to the organization of Library (print and non-print) materials using the International Standards for Bibliographical Description and Anglo-American Cataloguing Rules along with the Dewey Decimal Classification System for classification, cataloguing & indexing. The Library uses an advanced and highly renowned computer application system called MINISIS to process bibliographical data and issue bibliographical lists.

Technical Services Section

The section consists of two units:

- **The Loan Unit:** This unit handles the technical preparation of publications after they are classified and catalogued. It also supervises the automated circulation process according to the Library regulations and procedures. It also supervises the circulation of the Reserved Collection.

- **The Guidance and Counseling Unit:** This Unit is responsible for the following:
    - Providing counseling and guidance for students inside the reading and research areas.
    - Training teaching staff members and students on methods of organizing the Library collection according to the Dewey Decimal Classification Scheme.
    - Training students on methods of Information Retrieval Systems using online catalogues.
    - Keeping books on order on the shelving units according to Call numbers to facilitate the retrieval of publications.

Databases and Information Services Section

The Section is responsible for the following:

- Supervising and maintaining the Library information services.
- Administering, operating and developing the Library computer program (MINISIS), the library online catalogues, and the library website.
- Training Library staff on the Library computerized systems and retrieval of information using on-line access through the Internet and International Networks such as EBSCO Host and Dialogue Information Services.
- Issuing Library Information Bulletins, such as Accession Lists, Current Awareness of Periodicals and subject Bibliographical Lists on a regular basis.
- Receiving inquiries directed to the Library and responding by telephone or email (Document Delivery System)

Collection Organization (**MINISIS/M2L**)

The Library is using the integrated information system MINISIS-M2L to develop and automate all the Library functions and services, including: Classification and Cataloguing, Circulation System, Periodicals Check-in System, Acquisition Functions, Bibliographical Services, Inter-Library Loan System, and the Library Information Services Program.

MINISIS-M2L also facilitates the on-line access to the Library databases through both Intranet network (within the University campus) and through the internet using this web address:

http://library.philadelphia.edu.jo

The Electronic Library and E-Databases

To facilitate research through the Internet and to keep users abreast of scientific and technical developments in the age of Information Technology, the Library has established the Electronic Library, which is equipped with 32 high performance Pentium IV PCs and 2 Laser printers (The Library has 103 PCs in general). Users of the Electronic Library may freely use the Internet at a charge of 400 files per hour. The Lab is also equipped with CD-ROM Drives and linked to many on-line access databases, including EBSCO Host, Science Direct, Ebrary, etc.

Electronic Library to discuss the use of the Internet in some academic courses such as Networks Administration, Accounting, and Library & Information Science. The Library produces CDs and Disks containing the Electronic Resources to many specializations at the University, such as Pharmacy, Nursing, Computer Science, etc. These CDs are updated regularly and new journal titles and resources are added and distributed to all the Departments concerned.

EBSCO HOST Databases

Philadelphia University Library is also subscribing to the following online databases through EBSCO HOST:

- **Academic Search™ Complete**
- **Business Source® Complete**
- **Computers & Applied Sciences Complete™**
- **ERIC®**
- **Energy & Power Source**
- **Legal Collection**
- **CINAHL® Plus with Full Text**
- **Regional Business News**
- **Art & Architecture Complete**
- **Library, Information Science & Technology Abstracts**
- **MEDLINE with Full Text**
- **Research Starters - Business**
- **Research Starters - Education**

The on-line access is available to all students, research workers, and staff members at the University Campus through the following web address: http://search.epnet.com The Library holds short training courses for both students and teachers at the beginning of every academic semester. Such

courses usually cover Internet, Library Online Catalogues and electronic databases available in the Library. Many lectures take place in the

To access this database Follow this Link:
http://www.search.epnet.com

ScienceDirect Database

It's one of the largest online collections of published scientific research in the world. It is operated by the publisher "Elsevier" and contains 11,135,360 articles from over 2,500 journals and over 11,000 e-books, reference works, book series and handbooks issued by Elsevier.

The articles are grouped in four main sections: Physical Sciences and Engineering, Life Sciences, Health Sciences, and Social Sciences and Humanities. And these sections split into 24 several different branches.

This Database gives Full-Text articles in many ways (as HTML Text, PDF Files, or immediate printing on paper). Also Elsevier keep updating on articles to go with the information era.

Therefore Philadelphia University Library in order to provide the best for the beneficiaries, Subscribes in 3 sections under these topics: engineering, computer science, pharmacy.

To access this database Follow this Link:
http://www.sciencedirect.com

Ebrary Database

It's an online digital library of full texts of more than **(70,000)** scholarly e-books. It offers a rapidly growing selection of authoritative e-books which is highly affordable and effective way to provide beneficiaries with an instant, multi-disciplinary library of e-books from more than (500) trusted publishers "academic, trade, and professional publishers".

To access this database Follow this Link:
http://site.ebrary.com/lib/philadelphiajo

Library Information Services

To keep the University Staff abreast of new trends in their particular fields, and to provide them with up-dated information on new publications, journals, research works, etc., the Library issues the following information bulletins on a regular basis:

- Acquisition Lists. These are issued regularly in both Arabic and English and include publications received by the Library every month.
- Current Awareness of Current Periodicals. This is a biweekly bulletin that includes a table of contents of periodicals received every month, for both Arabic and English periodicals.
- Subject Bibliographical Lists. These lists include all publications available at the Library that are related to a specific topic and are prepared upon the request of the Deans of Faculties, Heads of Sections, or the Academic Staff.

Opening Hours:

The Library is open for 11 hours a day, 08:00 - 19:00 Sunday-Thursday.

The Library in Figures (*)

Total Area	7234 m^2
Number of Seats	2155
Number of Carrels	127
Number of Employees	20
Number of PCs	105
Other Facilities	
- Seminar Room	1
- Classroom	3
- Computerized Teaching Lab	3
- Online Databases:	
■ Dialog	
■ Ebsco Host	
- Academic Search™ Complete	
- Business Source® Complete	
- Computers & Applied Sciences Complete™	
- ERIC®	
- Energy & Power Source	
- Legal Collection	
- CINAHL® Plus with Full Text	
- Regional Business News	
- Art & Architecture Complete	
- Library, Information Science & Technology Abstracts	
- MEDLINE with Full Text	
- Research Starters - Business	
- Research Starters - Education	
■ Science Direct	
- Engineering Collection.	
- Computer Sciences Collection.	
- Pharmacy Collection.	
■ Ebrary	
Contains over 70.000 e-Books, Covers many subjects.	
Collections	
- Books	114772
- Periodicals (Current Titles) :	
■ Print "Including magazines & newspapers"	337
■ Electronic (Online)	52
Other Materials	
- Cassettes	145
- Video Tapes	42
- CDs	2866
- Disks	223

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* January 2012

Loan Regulations & Instructions: (*)

Publications of the Library are borrowed using the university IDs according the following rules:

1- Member of the Board of Trustees, Faculty member and lecturers can borrow (12) publications for the duration of one semester. These publications should be returned or renewed at the end of the semester. Part-time lecturer and lab supervisors can borrow (5) publications for the duration of one semester.
2- University Administrators can borrow three renewable publications for the duration of one month.
3- Students can borrow three publications for a period of two weeks renewable for a further period of two weeks only.
4- References, periodicals, special collections, manuscripts and non-printed materials such as disks, CDs, Microfilms, and videotapes are not available for loan except in special cases.
5- Loan can not be renewed if a book is requested by someone else; in this case, the priority should be taken into account in loaning book. Students can not borrow additional books if having late return.
6- The library has the right of recalling any borrowed book before the end of the load period, if there is a need for the reservation section.
7- The user pay a fine of 250 J.D fils per book per day for late returns, but the fine should not exceed the books price.
8- Books may be reserved according to the recommendation of the university teaching staff or if there is a strong demand for them by students.
9- If a user lose a book or cause damage to the book, he should secure an original copy of the book or pay a recompense price that is twice the current price plus the cost of binding services and technical processing.
10- Research materials may be borrowed for 48 hours and the library regulates their use during working hours.
11- If the user loses a part of asset, he has to pay twice the price of the set plus the cost of binding services and technical processing.
12- Articles from periodicals and referenced may be photocopied for 20 J.D fils per page .

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* By Board of Trustees

Important Guidelines:

1. The library employee is available for your service and to provide assistance for you. So you can consult him when needed.
2. Maintaining calm and order sets for you and your colleagues he right atmosphere for study and reading.
3. Library materials misusing or distortion may expose you to responsibility and the university rules work will be applied.
4. Eating, smoking or using mobile phones is prohibited in all areas of the library.
5. If you want to borrow any library material you have to bring it to the circulation desk .present your university ID and make sure that it is recorded before going out of the library.
6. When you return the books borrowed, make sure that they are deleted by the employee.

Code of Practice:
Students Behavior at the Library & Information Resources:

1. The library is a place for reading. If a student needs a place for conversation, he can go to the cafeteria.
2. There are rules for borrowing of books and references. Students are advised to read them, or consult the librarian.
3. The e-library and internet café facilities are not for chatting. They are for online search of books and references.
4. Newspapers are available on daily basis. Students are advised to read them.
5. The library organizes training courses for the students in the field of library sciences. Students are advised to register.
6. If a student needs a book that is not available, he has to give details to the librarian, who will do his best to procure.

Telephone Directory

When seeking assistance, contact the University on +962 6 4799000, then dial the extension of the required section:

	Section	Phone Number
1	Library General Director	Ext. 2545
2	Secretary Office	Ext. 2633
3	Technical Services Section	Ext. 2377
4	Acquisition Section	Ext. 2382
5	Circulation Desk	Ext. 2377
6	Electronic Library	Ext. 2547
7	Information Databases & Services Section	Ext. 2232
8	Periodicals Unit	Ext. 2398
9	Organizing of Knowledge Section	Ext. 2379
10	English Hall	Ext. 2548
11	Gate 1 (Main Floor)	Ext. 2378
12	Gate 2 (4th Floor)	Ext. 2572

Contact Us

The Library appreciates any comments, suggestions, or queries you may have so as to enhance its services to serve you better.

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