

Faculty of Engineering



Architectural Engineering Department

Learning Resources Handbook

2008/2009

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(A) Introduction

Welcome:

This handbook is intended to assist students and teachers in the Faculty of Engineering-architectural engineering Department in locating books and other learning materials; and in acquainting them with the LRC policies and procedures. The LR staff will be happy to assist in the use of the Learning Resources.

(B) LRC Mission

The purpose of the Learning Resources Committee is to provide architectural Engineering staff with a library, and multimedia center for learning resources to implement the total instructional program of the Faculty. The Learning Resources Committee aims are to contribute to the realization of the institution's objectives by acquiring, organizing and circulating the books, periodicals, audiovisual aids, on-line resources and materials needed; to provide a variety of learning and study options; to provide instruction in the use of resources; and to promote the cultural development of Learning Resources users.

(C) Library Services

The Learning Resources Committee aims are to contribute to the realization of the institution's objectives by acquiring, organizing and circulating the books, periodicals, audiovisual aids, on-line resources and materials needed to support the instructional program; to provide a variety of learning and study options, to provide instruction in the use of resources; and to promote the cultural development of Learning Resources users

- The On-line Catalogue gives access to both local and nationwide resources. Students and teachers may select books from the network library.
- The electronic library is a collection of on-line research sources available to all users in libraries with Internet connections. Ask a librarian how and find thousands of articles, abstracts, statistics, facts, dissertations, addresses, novels, websites and more.
- The library has 50 networked computers with Internet access, and printers.
- Every student must have a library card (or student card) to check out any books or magazines.
- Students can check out magazines & journals
- The overdue fine for library materials is JD 1.
- The library is open 8.00 AM to 7.00 PM daily:

(C-1) Classification of books

If books are to be found easily, it is necessary to arrange them on the shelves according to a specified plan. All books in our collection are arranged according to the ISBN system.

This system places books on the same subject together. The ISBN system is divided into two main classes:

- 000-499-AAA General Works (books covering many subjects including Encyclopedias and bibliographies).

- 0500-999-AAA Pure Sciences (Mathematics, Chemistry, Computer Sciences, etc.)

The General Collection includes most nonfiction books. The call number for a particular book includes the classification number and the first letter of the author's last name.

(C-2) Locating Resources

The collections of community libraries are listed in this catalogue. Users can search the collection of the local university library, or they may search all community libraries nationwide. Materials from other libraries may be requested by online search.

Community libraries are accessed by a link on their web page. From an Internet browser, go to the specific URL and then you will see the "Quick Search" screen.

To use the catalogue, type your search word(s) into the search box. Then click "Search everything" or click one of the specific searches (author, title, subject, series, and periodical).

- ❑ "Keyword" searching is the recommended choice for most research.
- ❑ "Browse" searching is useful for finding subject heading and related sub-headings.
- ❑ "Exact" searching requires absolute preciseness to get good results.

When search results appear, they are displayed with 20 items per page.

Anyone who needs help locating resources in the library or requesting materials from other libraries is encouraged to ask one of the library staff members on duty. They will be glad to assist you.

Periodicals

Our library receives approximately 250 magazines, journals and newspapers. The latest issue of each is shelved on the racks.

Periodicals are very important part of Learning Resources. They contain the most current information available in print.

Unbound Periodicals

When a magazine issue or journal has been replaced with a new one, the old issue is stored and can be obtained by checking the book stacks where back files are shelved.

Bound Periodicals

Bound periodicals are shelved near the other reference books.

The table presented below shows examples of books available in the library concerning different courses offered by the architectural department

عدد النسخ	الناشر وتاريخ النشر	المجال	المؤلف	عنوان الكتاب	الرقم
	A & C Black 2003	تاريخ عمارة A history of architecture	Emily Cole --	A concise history of architectural styles	1.
	Butterworth Heinemann 2006		Jukka Jokilehto --	A history of architectural conservation	2.
	Princeton University Press 1976		Nikolaus Pevsner --	A history of building types	3.
	Thames & Hudson 2003		Godfrey Goodwin --	A history of Ottoman architecture	4.
	Laurence King Publishing 2005		David Watkin --	A history of Western architecture	5.
	Wiley-Academy		Charles Jencks --	Architecture 2000 and beyond: success in the art of prediction	6.
	Home Planners 1992	تصميم معماري Architectural design	[Paulette] [Mulvin] --	200 budget-smart home plans: affordable homes from 902 to 2540 square feet	7.
	Architecture Design and Technology Press		Michael Stuart Green --	ADT guide for interior designers 1: planning	8.
2	Architectural Press 2000		Fred Lawson --	Congress, convention & exhibition facilities: planning, design and management	9.
4	Hind pustak bhandar 1993			Designs of gates	10.
2	Benedikt Taschen verlag 2000		Bruce Brooks Pfeiffer -- Peter Gossel -- Gabriele Leuthauser --	Frank Lloyd wright	11.
	Rizzoli 1991		Susan Grant Lewin --	Formica and design from the counter top to high art	12.
	Rizzoli International Publications, Inc. 1995		Craig Hodgetts -- Hsin-Ming Fung --	Hodgetts + Fung: Scenarios and spaces	13.
	McGraw-Hill 2004		Pat Guthrie --	Interior designer's portable handbook: first-step rules of thumb for the design of interiors	14.
	The Images Publishing Group pty Ltd 1997			Interior spaces of Europe: a pictorial review of European interiors	15.
	Laurence King 1997		Jeremy Myerson -- Jennifer Hudson --	International interiors	16.

5	Whitney Library of Design 1989	انشاء مباني Building construction	Glenn E. Wiggins - -	A manual of construction documentation: an illustrated guide to preparing construction drawings	17.
2	Mir Publishers 1979		A. Komar -- I. Sauin --	Building materials and components	18.
2	Mir Publishers 1979		A. Komar -- I. Sauin --	Building materials and components	19.
2	Butterworth Heinemann 2006		John Ashurst -- Francis G. Dimes --	Conservation of building and decorative stone	20.
2	Architectural Press 2005		Bernard M. Feilden --	Conservation of historic buildings	21.
2	Pearson Longman 1992		Roland Ashcroft --	Construction for interior designers	22.
	Longman 1991		Geoffrey D. Taylor --	construction materials	23.
	Gower Press 1969		P. D. V. Marsh --	Contracting for engineering and construction projects	24.
	Sterling Publishing 1991		John Fernandez --	Material architecture: emergent materials for innovative buildings and ecological construction	25.
	Elsevier 2006		Alan Everett --	Materials	26.
	Mechanical and electrical equipment for buildings 1980		William J. McGuinness -- Benjamin Stein -- John S. Reynolds --	Mechanical and electrical equipment for buildings	27.
	Mies van der Rohe, 1886-1969: the structure of space 2006		Claire Zimmerman --	Mies van der Rohe, 1886-1969: the structure of space	28.
	Laurence King Publishing 2004		Catherine Croft --	Concrete architecture	29.
	Thames & Hudson 2000		Catherine Slessor	Concrete regionalism	30.
5	Taschen 2003		August Sarnitz --	Adolf Loos, 1870-1933: architect, cultural critic, dandy	31.
13	E & Fn Spon 1995		Brigitta Fleck --	Alvaro Siza	32.
3	Taschen 2007		Maria Antonietta Crippa --	Antoni Gaudi, 1852-1926: from nature to architecture	33.
	The Athlone Press 2000	Andrew Benjamin --	Architectural philosophy	34.	
		نظريات في العمارة Theories of architecture			

TAB Books 1992		Jerold L. Axelrod - -	Architectural plans for adding on or remodeling	35.	
The McGraw-Hill 2005		Fred Nashed --	Architectural quality control: an illustrated guide	36.	
Taschen 2006			Architectural theory: from the renaissance to the present	37.	
The Aga Khan Award 1980			Places of public gathering in Islam: proceedings of seminar five in the series Architectural transformations in the Islamic world, held in Amman, Jordan, May 4-7, 1980.	38.	
Elsevier 2004		Christopher Day --	Places of the soul: architecture and environmental design as a healing art	39.	
VCH Publishers, Inc. 1992		Andreas C. Papadakis --	Pop architecture: a sophisticated interpretation of popular culture	40.	
Thames and Hudson 1990		James S. Ackerman --	The Villa form and ideology of country houses	41.	
Van Nostrand Reinhold 1991		Henry Sanoff --	Visual research methods in design	42.	
Edward Arnold 1985	الانظمة الصحية (التدفئة والتبريد) sanitary	W.P. Jones --	Air conditioning engineering	43.	
D.B.Taraporevala Sons 1962		Ernest Tricomi --	Air conditioning installation and maintenance	44.	
Marcel Dekker1982		Melvin H. Chiogiojl -- Eleanor N. --	Energy conservation in commercial and residential buildings	45.	
The Architectural press Blackwell Publishing 2005		Dieter Holm --	Energy conservation in hot climates	46.	
Mcgraw-Hill 1973		R. D. Treloar --	Gas installation technology	47.	
Mcgraw-Hill 1994		Ernest Holmes --	Handbook of industrial pipework engineering	48.	
Longman scientific & technical 1994		Jan F. Kreider -- Ari Rabl --	Heating & cooling of buildings: design for efficiency	49.	
McGraw - Hill 2000		Fred Hall --	Plumbing: cold water supplies, Drainage and sanitation	50.	
		فيزياء عمارة	James Cowan --	Architectural acoustics design guide	51.

	Quarry Books 2006		Marilyn Zelinsky- Syarto --	Complete lighting design: a practical design guide for perfect lighting	52.	
	McGraw-Hill 1993		Fuller Moore --	Environmental control systems: heating cooling lighting	53.	
	Whitney Library of Design 2001		Carol A. Sampson --	Estimating for interior designers	54.	
	E. & FN Spon 1999		Paul Stollard -- John Abrahams --	Fire from first principles: a design guide to building fire safety	55.	
	McGraw - Hill 1996		George Baird --	Building evaluation techniques	56.	
	Architectural Press 1991		Tom Porter -- Sue Goodman --	Design drawing techniques for architects, graphic designer and artists	57.	
	CBI Pub.Co.Inc. 1975	الرسم الحر والرسم المعماري و الاطهار معماري Freehand drawing, architectural drawings, and architectural presentation	Paul Lasear --	GRAPHIC PROBLEM SOLVING: For Architects & Builders	58.	
	[د.ن.]		محمد أحمد عبدالله --	الاطهار المعماري	59.	
	دار قابس 1987		ربيح الحرساني -- ميشيل عيلبوني --	الاطهار المعماري و اللون	60.	
	دار قابس		صبحي الخالدي --	المنظور المعماري و المنظور الظل	61.	
	دار قابس للطباعة		صبحي الخالدي --	المنظور المعماري و منظور الظل	62.	
	Wiley - Academy 2001		Bob Fear --	Architecture + animation	63.	
	Carles Broto and Josep Ma Minguet 2002		التخطيط العمراني وتنسيق المواقع Urban planning and landscape	Arian Mostaedi --	Urban houses	64.
	Carles Broto and Josep Ma Minguet 2002			Arian Mostaedi --	Urban spaces	65.
	دار دمشق			محمد عبدالستار عثمان --	المدينة الإسلامية	66.
	المجلس الوطني للثقافة و الفنون و الآداب			صالح لمعي مصطفى --	المدينة المنورة: تطورها العمراني و تراثها المعماري	67.
	McGraw-Hill 2003	التشريعات والمواصفات Regulations and specification	Pat Guthrie --	The architect's portable handbook: first-step rules of thumb for building design	68.	
	The MIT Press 2000		Andrea Palladio -- Robert Tavernor -- Richard Schofield - -	The four books on architecture	69.	
	Mcgraw-Hill 1995		Nils R. Grimm -- robert C. Rosaler --	Handbook of HVAC design	70.	
	1989 [د.ن.]		داود شحادة خلف --	العقود و المواصفات و حساب الكميات	71.	
	وزارة الأشغال العامة و الإسكان		داود ... [و آخرون] جبجي --	المواصفات الفنية العامة للمباني	72.	
	مكتبة المجمع العربي		عدلي محمد عبدالهادي --	الموجز في حساب الكميات	73.	

	المؤسسة العربية للدراسات و النشر	لوكو ربو زيبه -- عطا عبدالوهاب --	المودولور: قياس متوافق مع المقاس الانساني يطبق في العمارة و الميكانيك	74.
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The table shown below presents examples for several architectural books available in the library with their barcode

الرقم التسلسلي	الطبعة	الناشر	تاريخ النشر	المؤلف	عنوان الكتاب	الرقم
098443 -		Thames & Hudson	2006	Francesca Prina -- Elena Demartini --	1000 years of world architecture: an illustrated guide	-1
098853 -		Home Planners	1992	[Paulette] [Mulvin] -	200 budget-smart home plans: affordable homes from 902 to 2540 square feet	-2
086515 -		A & C Black	2003	Emily Cole --	A concise history of architectural styles	-3
098168 -		Butterworth Heinemann	2006	Jukka Jokilehto --	A history of architectural conservation	-4
098854 -		Princeton University Press	1976	Nikolaus Pevsner --	A history of building types	-5
098855 -		Thames & Hudson	2003	Godfrey Goodwin --	A history of Ottoman architecture	-6
098451 -	4th ed.	Laurence King Publishing	2005	David Watkin --	A history of Western architecture	-7
098438 - 098856 -		Whitney Library of Design	1989	Glenn E. Wiggins --	A manual of construction documentation: an illustrated guide to preparing construction drawings	-8
098154 -		Organisation of the Islamic Conference, Research Centre for Islamic History, Art, and Culture	1996	Adem Handzic --	A survey of Islamic cultural monuments until the end of the nineteenth century in Bosnia	-9

Microfilm

Learning Resources include back issues of several periodicals titles on microfilm. The microfilm is arranged as books and journals in cabinets and a read-printer is located nearby. Any library staff member will be glad to show you how to use the machine.

Internet Access and Computer Laboratory Resources

Students, faculty and staff may utilize our networked computers for research and academic purposes. These computers are equipped with Windows 98, 2000 and XP software, Internet access, Microsoft Office, and more. Users are expected to be computer literate before attempting to use these computers. All computer users are expected to bring their own disks to save their work.

The following table presents the computer programs used by the staff and students in the architectural department.

العنوان
AutoCAD
3-d Studio Max
Photoshop

Audiovisual Materials

All audiovisual materials are catalogued in the same manner as books with the type of media appearing as part of the call number. A library staff member will be glad to get materials for you after you have found the call number. These may also be found by using the search methods on the on-line catalog.

(C-3) Policies & Procedures

1. General Regulations

Please remember that other people are using the LR and act accordingly. Food, drinks and smoking are not permitted. Everyone is personally responsible for the safety, proper use and return of all materials charged to him or her. The number of books checked to any student at a time is limited to three.

2. Library/Identification cards

All students must have student cards in order to use the LRC facilities. Student identification cards are available at a cost of 5 JD and at any time

during the academic year. These ID cards may be used for various student activities. They also serve as proof of student status for personal uses.

3. Book Loans

Most books may be checked out for two weeks. At the end of that time, they may be renewed for an additional two weeks when students bring them back to the library and ask to renew them. Unless the book has been reserved, all books will be due before the end of each semester. Be sure to notice the date on which borrowed books need to be returned.

4. Overdue Fines

Fines are imposed in order to stimulate the prompt return of library books. For all books, the overdue fine is $\frac{1}{4}$ JD per day, or part thereof. All accounts must be cleared in order to allow a student to register for the following semester, to graduate or to receive a transcript.

5. Lost books

The current purchase price will be charged for lost library books. If a lost book is found and returned, the list price less the overdue fine will be refunded.

6. Theft and mutilation

A student found guilty of theft, mutilation or defacement of materials will be subject to suspension from the University.

7. Reference books

As a general rule, reference books may not be checked out.

8. Reserved books

Books from the general collection or personal copies may be placed on reserve by a faculty member. Reserved books may be checked out according to instructions specified by the faculty member.

9. Periodicals

Periodicals may be checked out for seven days by bringing them to the circulation desk. A fine of $\frac{1}{10}$ JD per day will be charged for overdue magazines.

10. Audiovisual materials and equipment

Audiovisual materials and equipment may be scheduled for use in the conference room or checked out for classroom use under the supervision of an instructor. All audiovisual materials and equipment borrowed by students must be returned on the same day they are borrowed. The borrower is responsible for reporting to the person on duty at the circulation desk any damage to, or difficulty with materials and equipment.

11. Copy service

There is a self-service, copy machine available to make copies of magazine articles or pages from reference books.

12. Acceptable use policy

Library Internet computers are provided for library-related learning, research and information. Time may be limited if others are waiting. Users are expected to be computer literate before attempting to use the computers. All computer lab users are expected to bring their own disks to save their work. All users of electronic information resources are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are provided and to follow the LRC basic rules and regulations. No Internet chat or gaming sessions will be allowed. Users may not engage in any activity, which is disruptive to other library users. User may not print copyrighted information or copy licensed software unless the law authorizes such use.

13. Exceptions to rules

In real emergencies, exceptions may be made to rules regarding the circulation of materials. Discuss any problems with a member of the Learning Resources staff.

14. Procedures for students

Students are encouraged to use books and other resources of the LRC. They should ask at the circulation desk for a student card.

(D) Labs

Lab Name
Computer lab
Models' workshop
Surveying lab

(E) Software

Software Name
MacAfee 2003 Antivirus
MS Office 2003
Internet explorer
Win Zip
Win Rar
Acrobat Reader
Flash
Dictionary
Auto CAD
3-d Studio Max
Photoshop

(F) Class Rooms

Class Number	Number of chairs	Conditions
06411 (Drawing Hall)	16	good
06412 (Drawing Hall)	16	good
06413 (Drawing Hall)	20	good
06404 (Drawing Hall)	25	good

(G) Equipment

Name of Equipment	Number	Characteristics
Data Show	2	<ul style="list-style-type: none">HITACHI ED-X12
Printers	2	<ul style="list-style-type: none">HP-lazer jet 20215HP-1600
Scanner	1	<ul style="list-style-type: none">HP Scan jet 3850

(H) E-Learning Resources

* The electronic library holds about 50 pc's connected to the Internet, and to popular databases.

* The library has access to DIALOG databases numbering 900.

* All labs are connected to the Internet.

(I)Forms

Form 1

<h2>Request for Maintenance work</h2>

Date:

Hour:

Phone Number:

Number	Required Work
1	
2	
3	
4	

Dean /Assistant Dean

Reserved for Maintenance Department

Number:.....

Work	Number of employee	Signature

Form 2

Request for Computer Maintenance

Date: Hour: Phone Number:

Number	Required Work
1	
2	
3	
4	

Concerned Person

Department Chair

Dean /Assistant Dean

Reserved for Maintenance Department

Number:.....

Work	Number of employee	Signature

Form 3

Request for Loaning Equipment

To the Dean of faculty

From teacher:

Please approve loaning the listed equipment:.....

Date :.....

Number	Equipment	Unit	Quantity	Accorded Quantity	Remarks	Code
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

I received the above mentioned equipment in good condition

Receiver Name:.....

Date:

Signature:.....

Form 4

Request for Demand

Date :.....

Hour :.....

Phone Number :.....

Number	Required Work
1	
2	
3	
4	

Concerned Person:

Department Chair:

Dean / Assistant Dean:

Form 5

<h1>Request for Loaning</h1>

Date :.....

Hour :.....

Phone Number :.....

Number	Required Work	Period of the loan	
		From	To
1			
2			
3			
4			

Concerned Person :.....

Department Chair:

Dean / Assistant Dean:

Form 6

Confirmation of Material

To the Dean of faculty

From teacher:

Please permit :

Car Number:

To the following materials from Philadelphia University:

Number	Material	Unit	Quantity	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Material Department Chair :

I have received the above materials

Name :

Signature :

Form 7

<h2>Self-Learning Software</h2>

Course:

Course Coordinator's Name:

Do you think that this course needs self-learning software tools?

Yes

No

If yes,
Which one?

Is it available? Yes No

If it is not available, How to acquire it?

.....
.....
.....

Please, give an estimation of the number of hours needed per week?

P.S Self-Learning software is used in laboratories during self-learning time slots indicated in the laboratories timetables.

Form 8

<h2>Overhead Projector Use</h2>

Teacher Name:

Faculty Name:

Do you plan to use the overhead projector during this semester?

Yes

No

If yes, please fill out the following table

Course Name	Time