

Faculty of Engineering



Mechatronics 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 Mechatronics 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 Mechatronics 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.

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.

السنة / السنوات	جهة النشر	نوع الدورية/محلية/عربية/ أجنبية	عنوان الدورية	الرقم
1999-2002-	IEEE/ASME	أجنبية	Transaction on Mechatronics	1.
2002-	PERGAMON	أجنبية	Mechatronics	2.
2002-	ELSEVIER	أجنبية	Robotics and autonomous systems	3.
1992- 1999,2003-	ASME	أجنبية	Journal of Applied Mechanics	4.
1992- 1999,2003-	ASME	أجنبية	Journal of Dynamic Systems, Measurement and Control	5.
1999- 2000,2003-	ASME	أجنبية	Journal of Engineering for Gas Turbines and Power	6.
1992- 1999,2003	ASME	أجنبية	Journal of Engineering Materials and Technology	7.
1992- 1999,2003	ASME	أجنبية	Journal of Fluids Engineering	8.
1992- 1999,2003	ASME	أجنبية	Journal of Heat Transfer	9.
1992- 1999,2003	ASME	أجنبية	Journal of Mechanical Design	10.
1992- 1999,2003	ASME	أجنبية	Journal of Turbomachinery	11.
1992- 1999,2003	ASME	أجنبية	Journal of Solar Energy Engineering	12.
1992- 1999,2003	ASME	أجنبية	Journal of Vibration and Acoustics	13.

السنة / السنوات	جهة النشر	نوع الدورية/محلّية/عربية/ أجنبية	عنوان الدورية	الرقم
1990-2000, 2003-	IEEE	أجنبية	Design and Test of Computer	14.
1990-2000, 2003-	IEEE	أجنبية	Journal on Selected Areas in Communications	15.
1990-2000, 2003-	IEEE	أجنبية	Transactions on Aerospace & Electronic Systems	16.
1990-2000, 2003-	IEEE	أجنبية	Transaction on Antennas & Propagation	17.
1990-2000, 2003-	IEEE	أجنبية	Transaction on communication	18.
1990-2000, 2003-	IEEE	أجنبية	Transaction on Computer	19.
1990-2000, 2003-	IEEE	أجنبية	Transaction on Neural Network	20.
1990-2000, 2003-	IEEE	أجنبية	Transaction on Parallel & Distributed Systems	21.
1990-2000, 2003-	IEEE	أجنبية	Transaction on Power Systems	22.
1991-2000, 2003-	IEEE	أجنبية	Transaction on Signal Processing	23.
2003-	IEEE	أجنبية	Transaction on Automatic Control	24.

السنة / السنوات	عنوان الدورية	الرقم
1999 - current	International Journal of Electrical Engineering Education	1
1997 – current	Electronic Education Report	2
1999 – current	International Journal Of Mechanical Engineering Education	3
2001 – current	International Journal of Damage Mechanics	4
1996 – current	Searcher	5
1996 - current	Technology Connection	6
1998 – current	Computer Science Education	7
1996 – current	Computer Modeling and Simulation in Engineering	8
1998 - current	British Journal of Educational Technology	9
2003 – current	Concurrent Engineering Research and Applications	10
1993 - current	Technology and Learning	11
2000 - current	Student Computer Use	12
1996 – current	International Journal of Robotics Research	13
2000 – current	Mathematics and Mechanics of Solids	14
2000 - current	Journal of Vibration and Control	15

السنة / السنوات	عنوان الدورية	الرقم
1996 – current	IEEE: Transactions on Robotics and Automation	16
1996 – current	IEEE: Transactions of Signal Processing	17
1996 – current	IEEE: Transactions on Software Engineering	18
1996-current	IEEE: Transactions on Systems, Man, and Cybernetics	19
1996 - current	International Journal of Expert Systems	20
1996-current	AI Magazine	21
1996 – current	IEEE: Transaction son Aerospace and Electronic System	22
1996 – current	IEEE: Transactions on Automatic control	23
1996 – current	IEEE: Transactions on Biomedical Engineering	24
1996 – current	IEEE: Transactions on Geo-science and Remote Sensing	25
1996 - current	IEEE: Transaction on Neural Networks	26

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.

العنوان
Cosmus.
3 – D. Studio
Fortran Compiler
Mathematica Library
M Cad
Statics Tutorial
Dynamics Tutorial
Rotary Engine Tutorial
Applied Numerical Methods With Personal Computers
Student GPSS / H (Simulation Program)
Finite Element Method
Grapher
ACAD Release 2002
ANSYS 5.4
Matlab 6.5
Engineering Equation Solver (EES)
Fluent
Mat Cad II Enterprise Editor

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
Automation and Fluid Control Lab
Automatic Control Lab
Programming Language For Mechatronics Lab
Mechactronics Lab
Measurement Lab
Circuit Lab
Power Electronics and Machine Lab
Electronics Lab

(E) Software

Software Name
Mcafee 2003 Antivirus
Matlab
MS Office 2003
Multisim
Visual C++
Turbo C++
Win Zip
Win Rar
Acrobat Reader
LabView
MPLab
Matrix Multimedia

(F) Class Rooms

Class Number	Number of chairs	Conditions
6620	63	Good
6609	46	Good

(G) Equipment

Name of Equipment	Number	Characteristics
Data Show	1	<ul style="list-style-type: none">• BENQ• Fully compatible with SVGA/XGA• Brightness using Digital Micro mirror Device• Auto Detect System
Printers	2	<ul style="list-style-type: none">• EPSON• LQ-300 Dot Matrix
Overhead Projector	2	<ul style="list-style-type: none">• Red Leaf TT285E• Transparent Sheets
Scanner	2	<ul style="list-style-type: none">• HP Scan jet 3500c• Digital Flat bid scanner• 1200 dpi• 48 bit color

(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

<h1>Request for Maintenance work</h1>

Date:

Hour:

Phone Number:

Number	Required Work
1	
2	
3	
4	

Dean /Assistant Dean

Reserved for Maintenance Department

Number:.....

Work	Number of employee	Signature

<h1>Request for Computer Maintenance</h1>

Number	Required Work
1	
2	
3	
4	

Concerned Person

Department Chair

Dean /Assistant Dean

Reserved for Maintenance Department

Number:.....

Work	Number of employee	Signature

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:.....

<h1>Request for Demand</h1>

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 7

<h1>Self-Learning Software</h1>

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

<h1>Overhead Projector Use</h1>

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