BMC LIBRARY GUIDEBOOK

THIS GUIDE CONTAINS THE INFORMATION YOU NEED TO START USING YOUR BMC LIBRARY
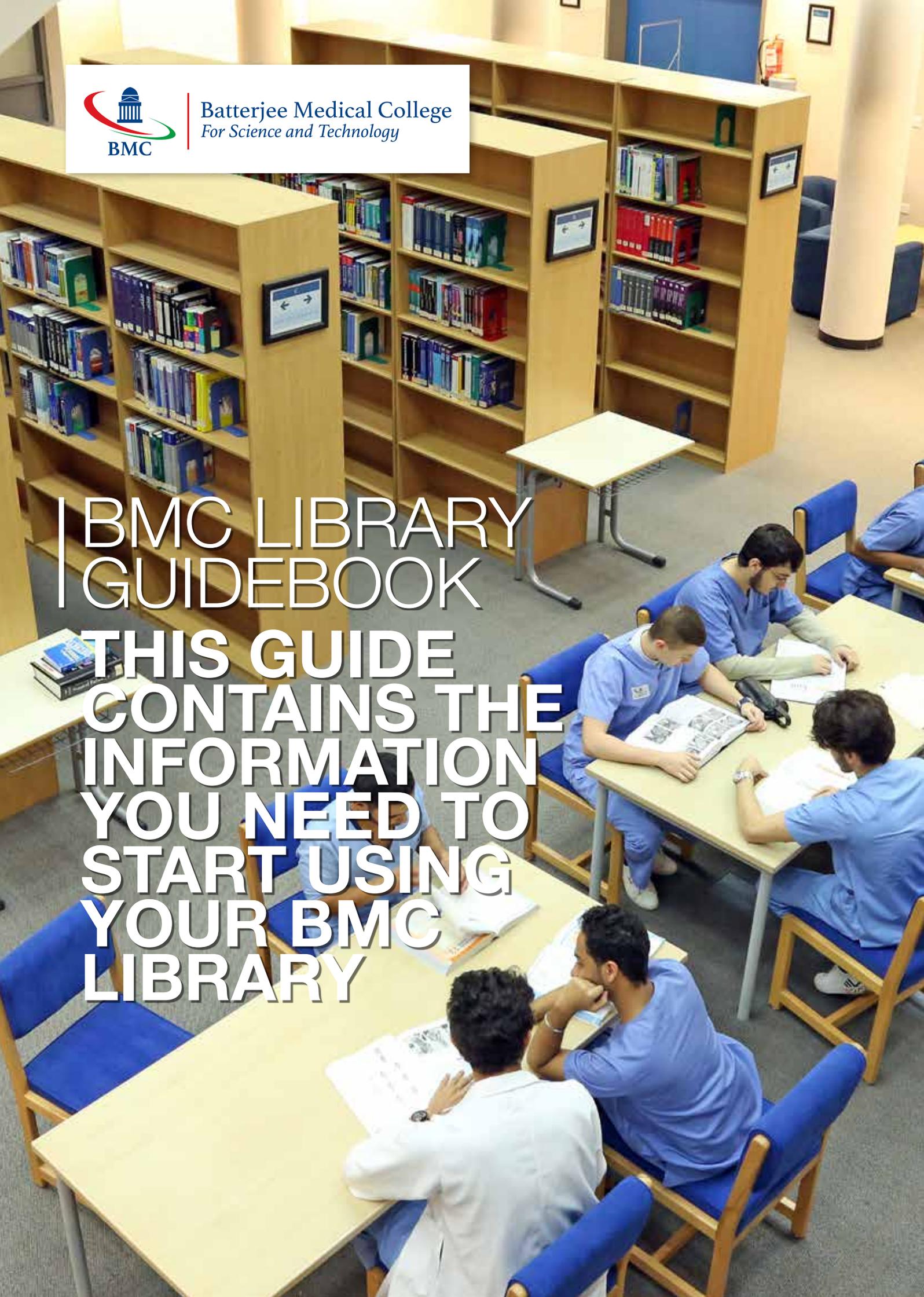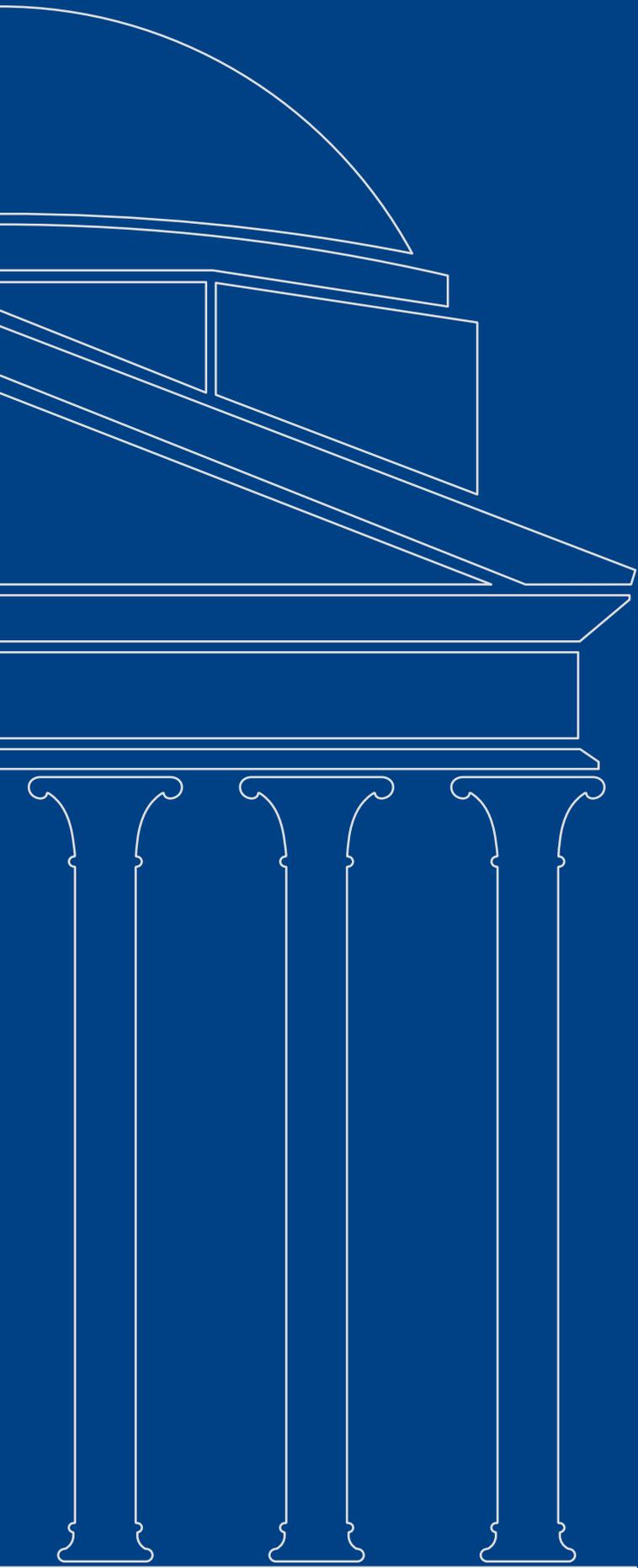
WELCOME TO OUR
BMC LIBRARY!

BMC LIBRARY GUIDEBOOK
2019 - 2020

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WELCOME TO
BMC LIBRARY
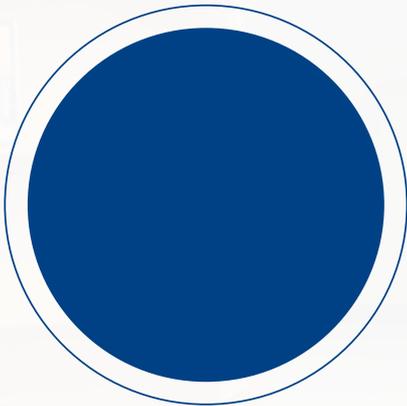
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BMC LIBRARY STRIVES TO PROVIDE EXEMPLARY HEALTH INFORMATION RESOURCES AND SERVICES THAT ARE ESSENTIAL FOR THE PROVISION OF QUALITY EDUCATIONAL AND RESEARCH FOR OUR FACULTY AND STUDENTS.

"

We aim to provide the study environment you deserve during your studies at BMC.

Our staff are available throughout the Library and are happy to assist you in finding books and journals, accessing other specialist materials or using our facilities and equipment.

The Library encourages an atmosphere of collaboration and cooperation, promotes life-long learning through relevant instruction

and training.

Take your time to find your way around the Library and our collections to ensure you take full advantage of all we have to offer.

THE ALL-NEW LIBRARY WEBSITE

LIBRARY.BMC.EDU.SA

we are pleased to unveil the all-new Library website, now live at Library.bmc.edu.sa

The new website is more user-centred than ever before, with a focus on the tools, resources, and information that matter most to our researchers and learners.

The new site combines the core features and functionality that users will recognize with new tools developed to enhance the experience for new and returning users alike.

Our goal has been to structure our website to be easier to navigate, with a stronger focus on commonly needed services and resources for students, faculty and staff. These user-centric changes have been driven by user surveys, focus groups, and interactive site testing to help us better understand how people interact with the Libraries and where we can improve.

LIBRARY
RESOURCES

ONLINE
CATALOG

In addition to updating our website for greater ease of use, we are revamping our Online Catalog. In order to simplify and reduce the number of decisions users must make in order to find library resources, our new Online Catalog brings together in one page the results for search options, as well as a few new options to highlight our unique collections and expert librarians.

HOW TO ACCESS THE LIBRARY ONLINE CATALOG?

1. Visit the library website at www.bmclibraries.com
2. Go to the "Resources" page
3. Click on "Library Catalog"
4. Use the search bar to find the information you are looking for You can search the catalog by: the book's Title, the author's name, ISBN, or subject.

TWO THINGS TO GET YOU STARTED:

BMC ID CARD

You will need your ID card for testing, borrowing, printing, photocopying and scanning. Keep it with you at all times on campus.

BMC USERNAME AND PASSWORD

You will need your username and password to view your borrowing record, access online databases, and log on to your email and search the catalog.

BOOK
COLLECTIONS

Our printed collection contains a wide range of relevant subjects and disciplines to our programs. The library collection have been hand-picked to provide an array of relevant, accessible, and impactful content that will be invaluable to our academic patrons undertaking their own learning and research at BMC Libraries.

COLLECTION DEVELOPMENT

Collection development is coordinated by the Library Management using a variety of selection tools. All members of the college are encouraged to participate in the collection development. Faculty members are strongly encouraged to recommend materials in their academic disciplines, particularly to support their courses. Suggestions from student and staff members are also welcomed.

HOW DO I FIND BOOKS ON THE SHELVES?

BMC Library organizes its collections by using the Dewey Decimal Classification (DDC). The DDC assigns a number to a specific item, often referred to as a "call number". This system groups subjects into ten basic categories (also known as classes) that are further broken down to specify more detail.

Often there is a decimal point after the first three numbers, followed by more numbers. This allows the call number to reflect a more specific or specialized subject area. Letters then usually follow the call number. The letters stand for the initials of the author's surname or the title. This helps to distinguish that item from others at the same number.

EXAMPLE

To get to the subclass for The Molecular Biology, the DDC number grows like this:

500	Natural Sciences & Mathematics
574	Biology
574.87	Molecular Biology of the Cell
ALB	Bruce Albers

Every bookshelf has a number range listed on it. To find your book:
• Look up and grab the call number using the library catalog
• Find the shelf with that number range
• Move along the shelves until your find your call number by looking at the labels on the spines of the books.

If you need help finding a book on the shelves, please ask a library staff member at our Reference desk. We will be happy to help you.

STILL CAN'T FIND WHAT YOU ARE LOOKING FOR?!

Please let us know if there is a book that you are looking for but is not available in our collections. Please let us know. Stop by the Reference Desk to speak with our librarians about your recommendations.

ELECTRONIC
LIBRARY

DATABASES

Databases include many different types of materials (e.g. articles, reports, books,conference papers etc). Some will only include bibliographic details (references), whilst others will include the full-text version. Explore our databases to find key resources in your subject area.

WHY USE DATABASES?

Use databases to quickly find high-quality resources for your subject. They also have more powerful and advanced search engines when compared to Google or Library Search.

You will need to search across multiple databases to find a broader range of literature.

HOW TO ACCESS OUR ELECTRONIC LIBRARY?

1. Visit the library website at "Library.bmc.edu.sa"

2. Go to the "Resources" page.

3. Click on "Electronic Library".

4. Login using your student emails and password.

5. Click on "BMC eLibrary" in the links section.

If you are having trouble loggin in, stop by the Reference Desk for help or contact the IT Support Department.

LIBRARY
SERVICES

BORROWING

Members of BMC with a valid ID card can check out library materials.

STUDENTS

LOAN PERIOD : 1 book for 1 week

RENEWALS : 1 renewal for another week

BMC FACULTY AND STAFF

LOAN PERIOD : 2 books for 3 weeks

RENEWALS : 1 renewal for another 3 weeks

NON-CIRCULATING MATERIALS

- Reference Books
- Periodicals (magazines, journals, and newspapers)
- Archives and Special Collections

OVERDUE MATERIALS*

Patrons who have overdue materials will have their borrowing privileges suspended.

*For details about the overdue fines, visit the library to learn more.

STUDY
ROOMS

The study rooms are a privately enclosed spaces. The are located on the first and second floor of library. Room capacity varies between 2 and 5 people and doesn't require reservations.

MEETING
ROOMS

The meeting rooms capacity varies between 5 and 15 people and offer whiteboards and projectors for students to use.

BOOKING
ROOM

Booking in advance is reqired for the large meeting rooms wich can accommodate up to 15 seated individuals during regular library hours.

ACADMIC
SUPPORT

The library provides a way for students to communicate with their professors freely to exchange ideas, information, and perspectives and for teaching support.

WI-FI

Wireless Internet access is available at our libraries locations at no charge.

Stop by the Reference Desk for the Wi-Fi password.

ORIENTATION

Students and faculty may schedule an orientation or training sessions on using the library facilities or databases, in the Male or Female Section Libraries. Contact us or stop by the Reference Desk to schedule your session.

PRINTING

BMC libraries provide a self service photocopy center for students, staff, and faculty with a valid ID card.

Stop by the Reference Desk for the Printing Rates.

COMPUTER
LAB

The computer Lab, which is located on the second floor of the Library, and it is open to everyone. The Library computers can be used for research, assignments, access the Internet and the Library catalog and databases.

LIBRARY
RULES AND REGULATIONS

GENERAL
RULES

In order to provide a safe, secure, and welcoming atmosphere, the fol-lowing are prohibited:

- Any form of smoking.

- Loud or unreasonable noise and phone calls.

- Intentionally damaging, destroying, or stealing library or personal property.

- Misuse of materials and facilities.

- Removing library materials without permission.

- Presence in staff-only areas without permission.

- Posting materials anywhere in the library without permission

** FOOD IS NOT ALLOWED, HOWEVER, COVERED BEVERAGES ARE PERMITTED.

RECALLS

- If the Library recalls an item, it must be returned by the date specified on the recall notice.

- Any borrowed item is subject to recall after One Week if another library patron requests it.

RESPONSIBILITY

- Patrons are responsible for returning borrowed materials on their due dates.

- The Library sends overdue notices as a courtesy only.

- Patrons are responsible for all materials checked out on their accounts.

- Patrons will be billed for damaged or unreturned library materials checked out to them.

- Fines and replacement costs will be transferred to the students' accounts.

LOST OR DAMAGED LIBRARY ITEMS

- Patrons are responsible for replacement charges for lost or damaged items.

- The library will not accept materials that patrons purchase as replacements.

- Replacement charges owed by students will be transferred to Students Affair office for collection.

THEFT AND MUTILATION

- The procedures and guidelines found in College Policy will be followed when applicable.

- The Library reserves the right to examine the contents of any backpack, purse, or bag when the security system gate alarm has been activated.

IMPROPER REMOVAL OF LIBRARY MATERIALS

If a library user is discovered to be exiting the building with library materials which have not been properly checked out, or which do not circulate, he/she will be asked to present a form of identification to a library staff member. If, in the judgment of the library staff member, the library user deliberately failed to properly check out library materials, the person may be charged with a violation of the College Policy and may pay (2 times) the amount of the damage sustained. The staff member will file an Incident Report form, which will be forwarded to the college administration. Campus Safety may become involved.

MUTILATION OF LIBRARY MATERIALS AND PROPERTY

All incidents of mutilation of library materials or property will be considered a violation of College Policy and reported to the College Administration. The Incident Report form will be used, and any evidence gathered will accompany the form.

BULLETIN BOARD

Library provides bulletin boards for the display and dissemination of informational bulletins, brochures, posters, and literature of interest to the college. Please present all materials to the library staff at the Circulation Desk. As time permits, the Manager or a librarian will review the material to determine whether to display or post it. Library staff may reject any materials that do not meet the Policy's criteria.

- Poster size is limited to A4 paper. Larger items may be accepted for display at the discretion of the Circulation Services Manager or a librarian. Approved material will be stamped, dated, and posted/placed by a staff member.

- All materials will be removed the day after the event date, after one month, or at the end of the semester as appropriate.

- Library staff have the discretion to rearrange or remove postings to make room for others.

- Inappropriate, unauthorized, and outdated postings will be removed.

- Items posted or placed elsewhere (walls, tables, windows, doors, etc.) will be removed.

ROOM RESERVATIONS

- Study rooms may be reserved for groups of 5 people or more.

- You can reserve a study room up to 2 hours per day.

- A student ID is required to reserve a study room.

- The student is responsible for the decorum and actions of all group members during your time in the study room.

- Study rooms are not soundproof; therefore, you are encouraged to keep your voices down, if you disturb others you may be asked to vacate the room.

- Furnishings from other parts of the library must not be brought into the study rooms.

- Students are not allowed to use the study rooms to sleep.

- The reservation will be canceled if you are late more than 15 minutes.

LIBRARY
RULES AND REGULATIONS

Below is a list of words commonly used in libraries along with their definitions:

ABSTRACT	A summary of the main points covered in an article or book. Read the abstract to decide if you need to read the full article or book
ARCHIVES	Documents and papers which have been preserved permanently for their historical or research value.
E-BOOK	An electronic or online version of a printed book
BIBLIOGRAPHY	A list of references showing which books and journals an author has referred to or consulted.
COPYRIGHT	The laws protecting "intellectual property" such as books, journals, images, films, music and databases.
DATABASE	A body of information organized to that it can be easily searched.
ISBN	An International Standard Book Number is a unique13-10 digit number given to every book published. You can search for books this way.
INDEX	An alphabetical listing of subjects and names in a book, showing the page numbers on which a particular subject or name can be found.
EDITION	Books can be issued more than once, and edition refers to which time it was issued. The latest edition will usually contain revised and updated information.

DEWEY DECIMAL SYSTEM	A classification system used to organize books by subject. Each book has a number or classmark and are shelved in numerical order
JOURNAL	A publication issued in separate parts over a period of time and often containing articles on primary and current research. Another word for a journal is a periodical.
ARTICLE	A short written work usually published in a journal, magazine or newspaper.
KEYWORD	A word that you use in order to find an item when searching an electronic database
PERIODICAL	A publication issued in separate parts over a period of time and often containing articles on primary and current research. Another word for a periodical is a journal.
PLAGIARISM	Using the words or ideas of other people and saying they are your own.
REFERENCE	An acknowledgement that an idea, quote or piece of information that you have used in your work is taken from someone else's work and information about where you have taken it from.
REFERENCE	Items which can only be used in the Library and cannot be borrowed.
SHELFMARK	The number used to arrange books on the Library shelves based on the dewey decimal system. It is normally found on the spine of a book.

HOURS

The Library open its door every day of the year except for Fridays, Saturday and National Holidays, at the following times:

Sunday to Thursday: 8:00 a.m. to 4:30 p.m.
Fridays & Saturday: Closed

Hours are a subject to change, ask about the Hours at the Reference Desk.

CONTACT US

Our staff members are always happy to assist and help you find the information you need to succeed at BMC.

Contact Us | Phone, Email, or drop in person! 920024666, +966 2 6561111

Male Section Library-Ext: 1034
Female Section Library-Ext: 1032

library.jed@bmc.edu.sa

GIFTING
THE LIBRARY

The library gratefully accepts gifts of books and periodicals that meet our regular selection criteria. These criteria include such factors as subject matter, copyright date and condition of the item(s), to add value to our collection and enhance the teaching and research activities of the BMC.

SURVEY

In order to improve the quality and services of our library, it is very important for you to participate in the survey and be part of the change. Please scan the QR Code to fill the survey.

LIBRARY
TOUR

To schedule a library tour, contact us to arrange a brief tour of our library.

BMC

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