

Health Colleges Library **Guide Book**

About the Library:

The health colleges' library is located in building (13) between the Faculty of Pharmacy and Faculty of Dentistry. It aims to provide high-quality library services to the bachelor, post graduates and to the academic staff members in the fields of education and scientific research, focusing on the electronic services and cooperating with the national and international libraries.

Mission:

Provision of library service of high quality in education and scientific research, for students of undergraduate and postgraduate studies and for faculty members of Health colleges, with a focus on electronic services, in cooperation with national and international libraries.

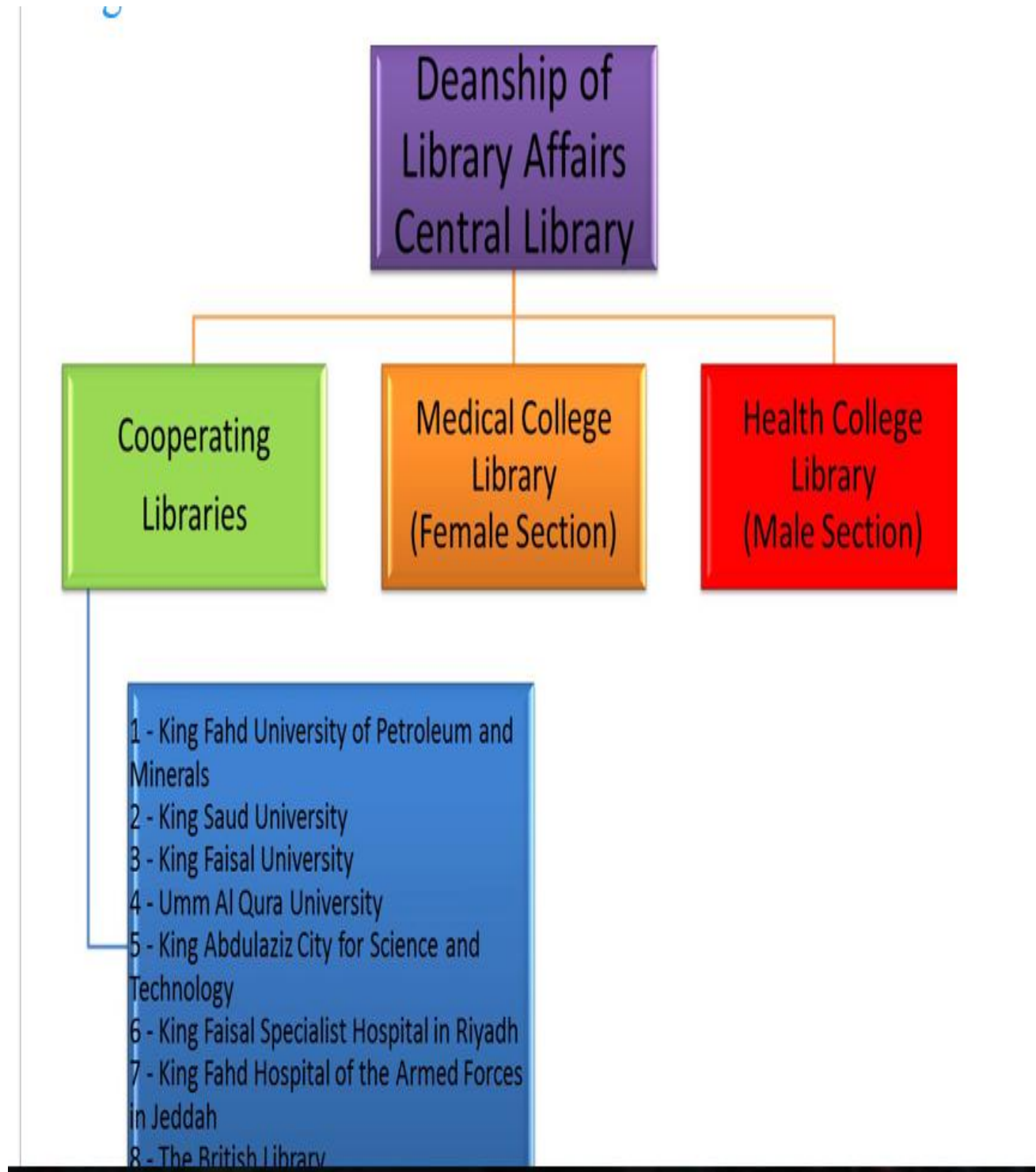
Vision:

The Library of Health Colleges in King Abdulaziz University will become the primary source of learning and research for the affiliates of Health Colleges in undergraduate and postgraduate studies.

Goals:

1. Creation of an appropriate environment for learning for students of Health Colleges.
2. Provision of updated references for students and faculty members.
3. Provision of scientific research in all areas for faculty members and researchers.
4. Provision of electronic services, especially databases and electronic books.
5. Enriching the research process in the health colleges.
6. Make communication channels and agreements with the national and international libraries.
7. Provision of training programs to the students and academic staff members.

Organizational Structure



Official Hours

The library is open officially from Saturday to Wednesday from 8 am until 4 pm.

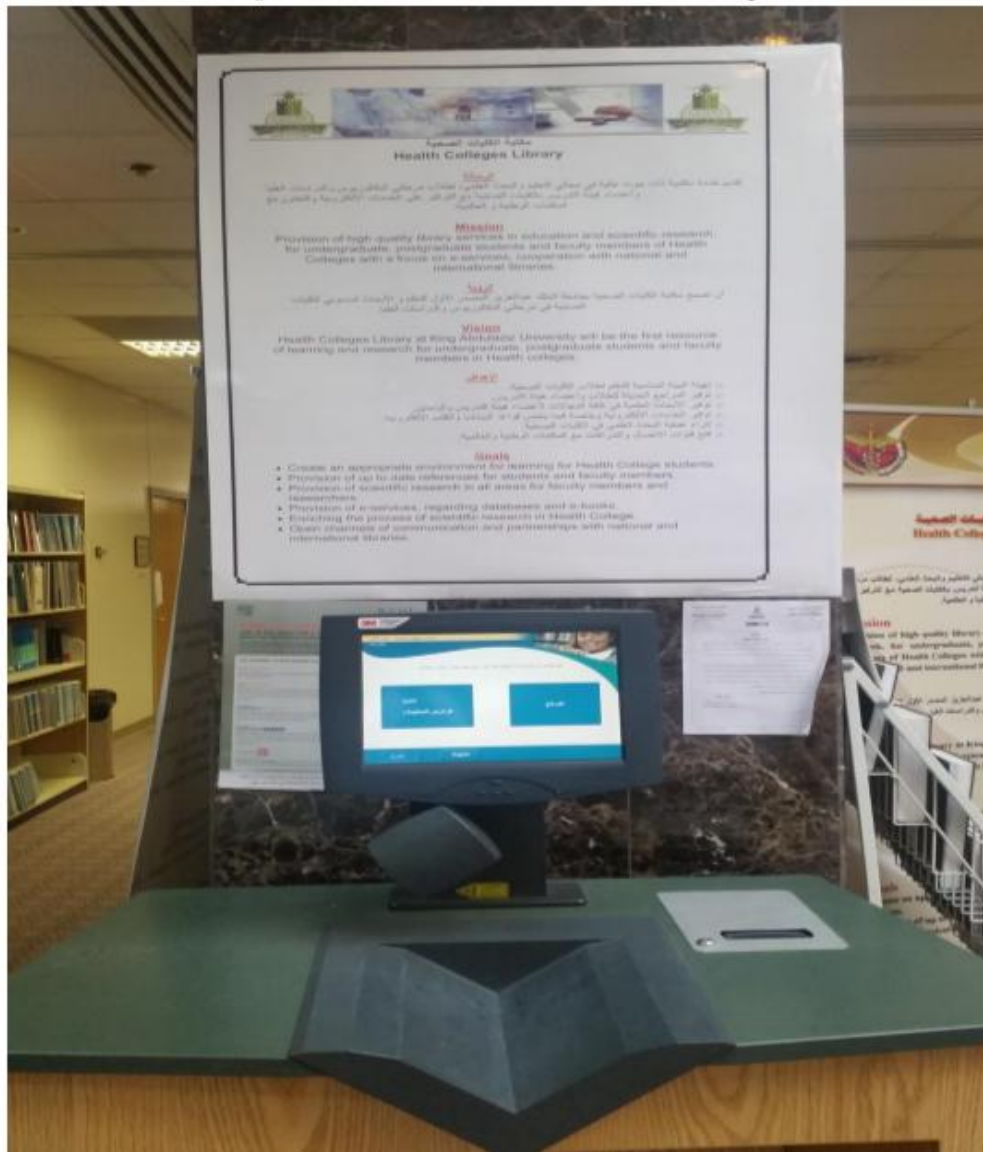
Evening duty is from 4 pm until 10 pm.

The electronic services of the library on the Internet are available anywhere, 24/7.

Library Services:

1. Self-Service Books Borrowing:-

The Library offers self-service Books Borrowing, which enables the faculty member and student to borrow and return books without the need for assistance from library staff.



2. Internet Service:

The computers of the library are connected to the internet to serve students, researchers and faculty members.

3. Providing Scientific Research:

Members of the faculty and researchers can send the title of a scientific research they need, alongside with author's name, the name of the journal and year of publication through the e-mail of the library. The library team then will communicate with them within 48 hours and send the required research to their personal e-mail.

4. Imaging, Printing and Digital Scanning:

The Library rented out locations within the library for a national publishing house to facilitate copying of materials, articles and studies, in compliance with the regulations, taking in considerations the copyright. The photocopy machines were distributed in suitable locations near the library materials. Entry is by using the username and password of your e-university services (ODUS).

5. Training Courses:

The Library offers lectures for students about the services provided by the Library and how to benefit from it. There is also a plan to give training courses for students, especially in the scientific research field.



How to Benefit from E-Services:

The Student and Faculty Member can benefit from electronic services through the following links: -

University Website ---> Library Affairs Deanship ---> Database or Automated Index.
Entry is by using the username and password of your e-university services (ODUS) as follows: -

Username: kauunet/University ID

Password: your e-services password

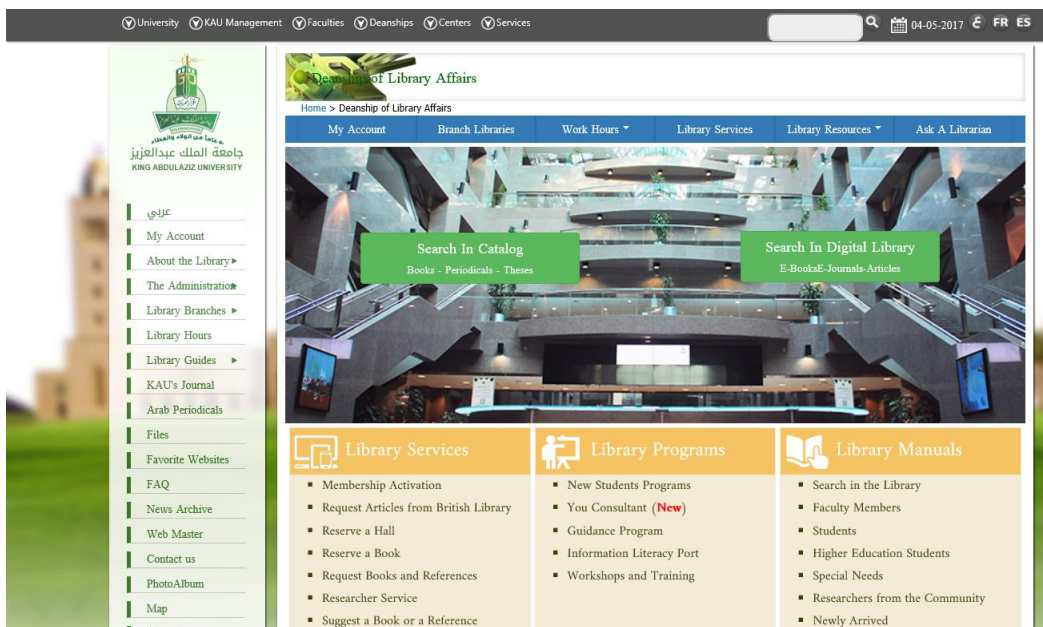


How to benefit from Digital Library (SDL) :

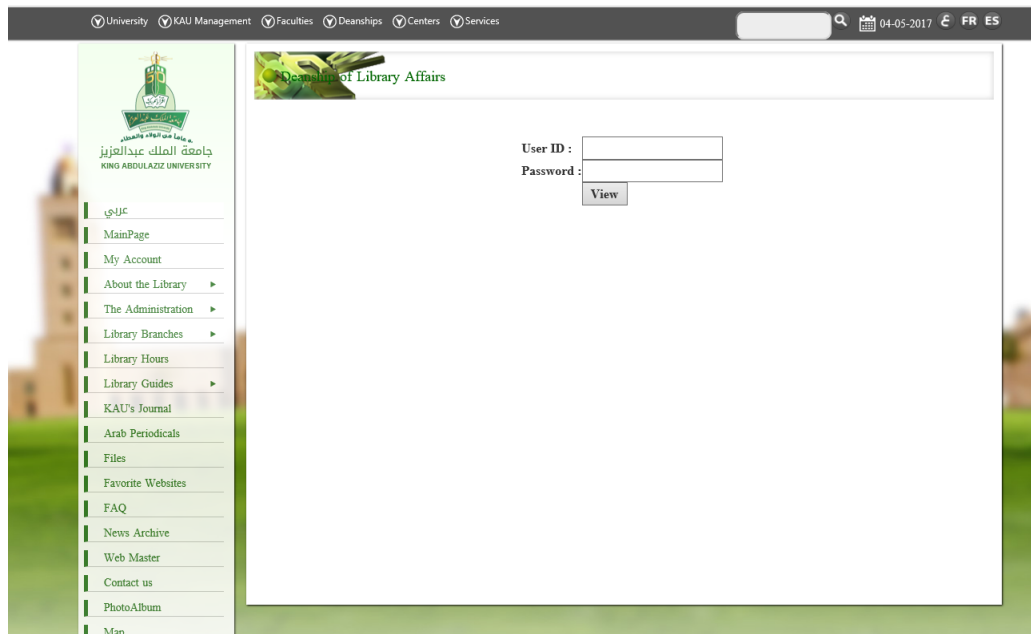
1. To access to the KAU website and chose (Deanships) then choose (Deanship of Library Affairs)



2. Choose (Search in Digital Library):

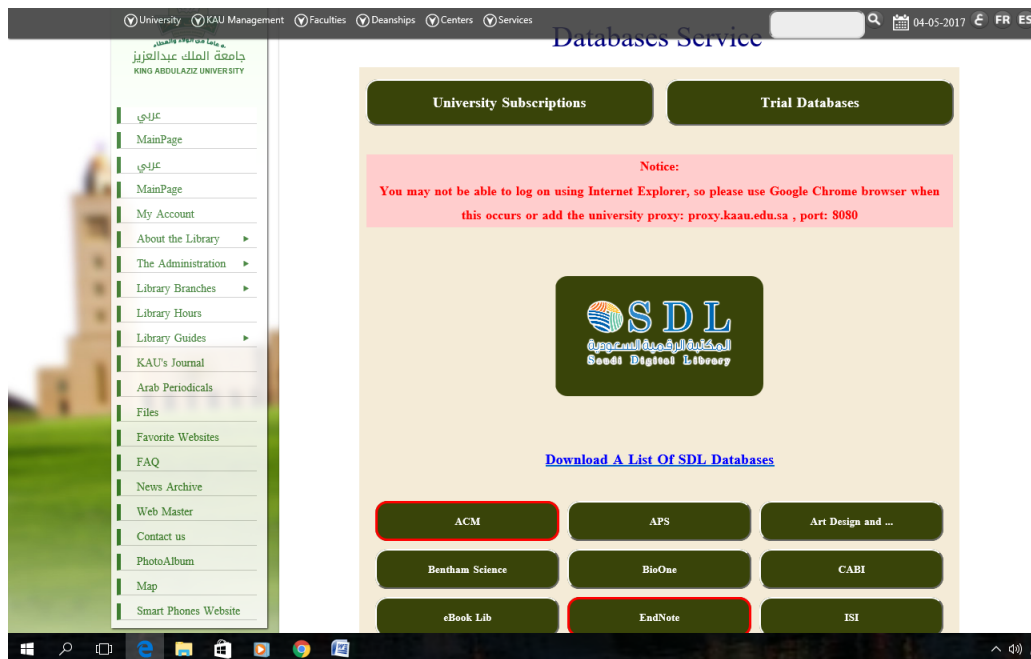


3. Insert the user name and password for (ODUS):



The screenshot shows the ODUS login page. At the top, there is a navigation bar with links: University, KAU Management, Faculties, Deanships, Centers, and Services. Below this, on the left, is a sidebar with the King Abdul-Aziz University logo and a list of links in Arabic and English. The main content area is titled "ODUS Login" and contains two input fields: "User ID :" and "Password :". Below the password field is a "View" button. The page also displays the date "04-05-2017" and language options "FR" and "ES".

4. Press the icon (SDL):



The screenshot shows the "Databases Service" page. At the top, there is a navigation bar with links: University, KAU Management, Faculties, Deanships, Centers, and Services. Below this, on the left, is a sidebar with the King Abdul-Aziz University logo and a list of links in Arabic and English. The main content area is titled "Databases Service" and contains two buttons: "University Subscriptions" and "Trial Databases". Below these buttons is a red notice box that reads: "Notice: You may not be able to log on using Internet Explorer, so please use Google Chrome browser when this occurs or add the university proxy: proxy.kaau.edu.sa , port: 8080". Below the notice box is a large button with the SDL logo and the text "المكتبة الرقمية للمعجزة Seeds Digital Library". Below this button is a link: "Download A List Of SDL Databases". At the bottom, there is a grid of buttons for various databases: ACM, APS, Art Design and ..., Bentham Science, BioOne, CABI, eBook Lib, EndNote, and ISI. The "ACM" and "EndNote" buttons are highlighted with red borders.

5. Normal search by (key Words) :

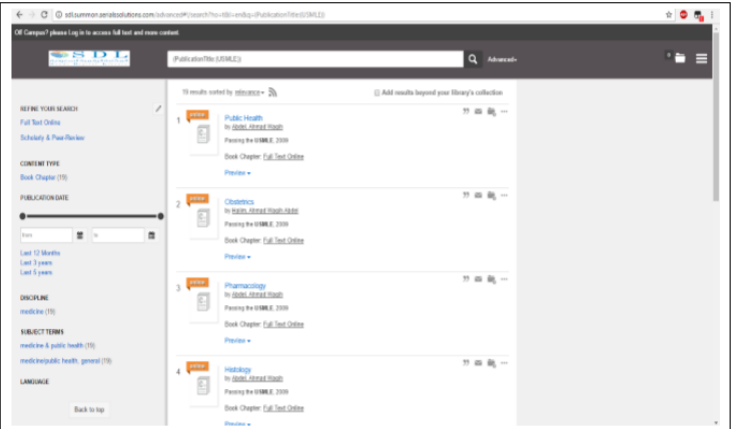
The screenshot shows the homepage of the Saudi Digital Library (SDL). At the top, there is a navigation bar with links for 'Sign out', 'My Profile', 'Welcome King Abdulaziz University', and 'Contact Us'. Below this is a main menu with categories: 'Home', 'About SDL', 'Training', 'Upload Theses', 'Media Center', and 'Policy'. The 'Home' category is selected, showing a 'Back to Home Page' link. The main content area features a large search bar with the placeholder text 'Global search...' and a 'Search' button. Below the search bar, there are several icons representing different database types: 'Arabic Databases', 'English Databases', 'eBooks', 'University Theses', 'Archives', 'Categories', and 'Trial Databases'. A news section on the left titled 'The Saudi Digital Library Signs Agreements with Governmental Universities' includes a date '3 May 2017 1:52 PM' and a brief description of the agreements. On the right, there is a promotional banner for the SDL with Arabic text and a list of services.

6. For advanced search press the icon (Advanced Search):

The screenshot shows the 'Advanced Search' interface. At the top, there is a message 'Off Campus? please Log in to access full text and more content.' and a 'Back to basic search' link. The search area includes four rows of 'All Fields' dropdown menus, each followed by a text input field and an 'AND' dropdown menu. Below these is an 'Add a row' link. The 'Publication date range' section has 'from' and 'to' input fields with calendar icons. The 'Show content type' section has checkboxes for 'Any Type', 'Book / eBook', and 'Book Chapter'. The 'Show discipline' section has checkboxes for 'Any Type', 'agriculture', and 'anatomy & physiology'. The 'Language' section has a dropdown menu. The 'Show only' section has checkboxes for 'Items with full text online', 'Scholarly materials, including peer-reviewed', 'Open Access items only', and 'Items in the library catalog (includes mostly print and physical material)'. At the bottom, there is a 'Exclude from results' section with a checkbox for 'Non-peer-reviewed articles'.

7. Press (Filtration) for the research results , and to get a full text press (Full text online):

7. عمل ترشيح (Filtration) لنتائج البحث من خلال القائمة اليسرى لسفحة النتائج، كما يمكن الحصول على النص الكامل من خلال الضغط على أيقونة (Full text online)

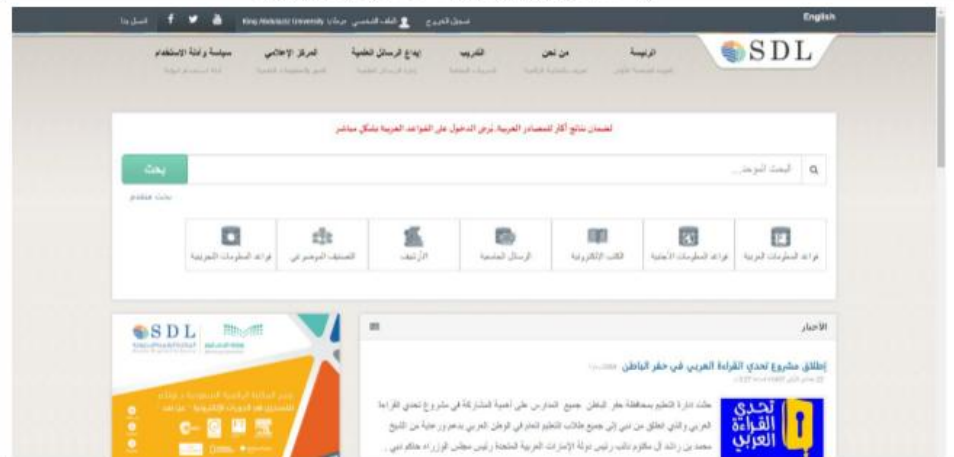


8. يمكن أيضا من الصفحة الرئيسية للمكتبة الرقمية السعودية الدخول على قواعد البيانات مباشرة للحصول على الدوريات من المجلات المتخصصة أو التنبؤ الإلكترونية من المكتبات الإلكترونية المشتركة بما وذلك بالضغط على أيقونة قواعد المعلومات الأجنبية



8. You can enter to the SDL to access the direct data base for journals or electronic books by pressing (Foreign database).

8. يمكن أيضا من الصفحة الرئيسية للمكتبة الرقمية السعودية الدخول على قواعد البيانات مباشرة للحصول على الدوريات من المجلات المتخصصة أو التنبؤ الإلكترونية من المكتبات الإلكترونية المشتركة بما وذلك بالضغط على أيقونة قواعد المعلومات الأجنبية



For further information contact Health Colleagues Library on:

Ext. number: 22316

Email: med.library@kau.edu.sa

Website: [http://medlibrary.kau.edu.sa/default.aspx?site_id=14007](http://medlibrary.kau.edu.sa/default.aspx?site_id=14007&lng=AR)

