



جَامِعَةُ عَسْكَرِيَّةِ الْأَهْلِيَّةِ  
Al-Ahliyya Amman University

## Department of Library Brochure



The library was established in 1990 as one of the university departments. As the first private academic library in Jordan it has worked to fulfill the university's pursuit to achieve a remarkable scientific scale through providing the necessities of research and study.

### Library vision

Our vision is to become a recognizable academic library by continuing to provide distinguished services in order to achieve a regional competitive academic environment.

### Library Mission

The commitment to provide the required information resources for scientific research with supreme efficiency to gain users satisfactory

### Library Location

The library is located in four buildings:

1. The Central library, which is located in the faculties of Law & IT, accommodates the administration offices of the library & its sections, and also includes the collections which covers the topics related to Faculty of Law & the Faculty of IT.
2. Library which is located the Faculty of Business Building includes the collections covering the topics related to the Faculty of Business.
3. Library which is located in Faculty of Pharmacy & Medical Sciences, includes the collections covering the topics related to the Faculties of Pharmacy & Medical Sciences, and Arts & Sciences.
4. Library which is located in faculty of engineering building includes the collections covering the topics related to faculty of engineering, & Architecture & Design.



### Library Organizational Structure:

The library organization structure consists of four sections:

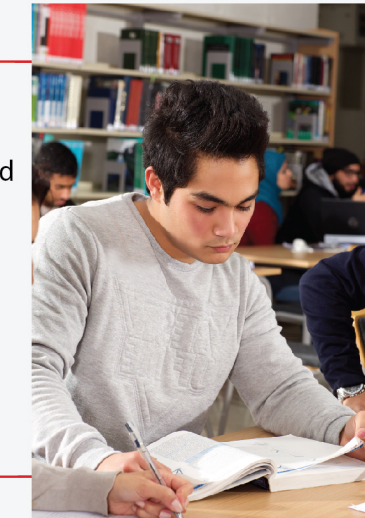
1. Acquisition Section: is in charge of providing the library with publications such as books, periodicals, thesis, documents, conferences and other materials, & to follow up, organize & record them on the system.
2. The Cataloguing & Classification Section: is responsible of the Cataloguing & Classification of books according to the Dewey Decimal System.
3. Library Services Section: provides different library Services such as monitoring library hall, Borrowing, & Photocopying, ..... etc).

4. Electronic archiving & Databases: is responsible of the tasks of subscriptions of electronic databases, & electronic archiving including the efficiency monitoring, follow up & development.

### Library Holdings:

Which includes:

- A. Printed Collections: such as general & specialized Arabic and English books & references, thesis, bibliographic lists.
- B. Electronic Collections: which include Ebrary & Springer databases for books & Ebsco database for periodicals.
- C. Visual & Audio Collections: such as video & audio tapes, CD's, ..... etc.



### Library Services:

The library provides various services to assist the faculty members, students & interested researchers from outside the university, in their search for information:

- a) Technical Services: includes all procedures of acquisitions, cataloging & classification, indexing, & data entry.
- b) General Services: includes handling inquiries & guidance of visitors.
- c) Current Awareness Services: provides academics with the most recently published information and developments received by the library.
- d) Borrowing Services: includes lending books using borrowing ID, retrieving books on time.

Borrowers	Borrowing period	No. of books
Academics	30 days	15
Staff/Employees	14 days	3
Bachelor Students	14 days	3
Post Graduate Students	14 days	5

- e) Internet Services: the internet has helped the development of the services & resources of the library through electronic search of the library holdings through the web page of the library, & by providing many information resources of books, Periodicals & others through subscribing to different databases.
- f) Photocopying Services: the library provides photocopying of parts of books & Periodicals.

### Library Computerization:

Library computerization process started in the year 2006, which aimed to computerize all the library data, services, & holding searches through the library web page (<http://lib.ammanu.edu.jo>).

General Library Instructions:

- No usage communication tools in the library.
- No eating & drinking in the library.
- No smoking in the library.
- Keep silent in the library.
- Borrowing ID is given once during the academic year & is renewed every semester.
- Books must be returned by date otherwise a fine of (250) fils is demanded.
- The must be notified in case of ID lose.
- ID mustn't be used by another person.



### Opening Hours:

Library is opened (Sunday –Thursday) from 8:30am to 4:00pm & Except holidays.



Contact Us

For more information, comments, inquires contact us on:

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