Jaber Al-Ahmad
Central Library
INTRODUCTION

Kuwait university libraries holds an essential role in terms of supplying the society with knowledge and information, and are considered an inseparable part of the university's structure. They strive to satisfy a strategic academic mission which includes positively shaping the goals of the academic programs, the research process, and the information needs of the community.

From this standpoint, the higher administration at Kuwait University, embarked on establishing Jaber Al-Ahmad Central Library at Shuweikh, now considered an outstanding achievement and a beacon of the country's culture and status of education.

The main role of the Library is to provide a high standard of services that reflects the constantly evolving field of information technology.
JABER AL - AHMAD CENTRAL LIBRARY

Jaber Al-Ahmad Central Library was established in the academic year of 2001/2002 on the Shuweikh Campus and was formally opened on 5th of June 2002. It comprises the collections of arts, social sciences, administrative sciences, and law, in addition to the special collections (Manuscripts and the UN) and the Audio-visual and Photography library.

- The space is around 1800 square meter.

BUILDING DIRECTORY

The library consists of the following:

**Ground floor:** Houses the reference collection- the audio-visual and photography library, the computer laboratories, the circulation desk, the administration and staff rooms.

**First floor:** Accomodates the non-Arabic collections, Arabic and non-Arabic periodicals, and full-text databases room.

**Second floor:** Arabic book collections

**Third floor:** Holds the special collections (Manuscripts-UN library publications)

The library also provides a Reference Desk and photocopying services in the 3 floors in addition to a number of study halls and study rooms both for single and group use on all floors.
LIBRARY COLLECTIONS

Jaber Al-Ahmad Central Library collections consist of nearly 133,626 thousand volumes of Arabic and non-Arabic books, references, dissertations, and government publications that cover a number of subjects in the arts and humanities, social sciences, administrative sciences, and law.

These collections, which are regularly supplemented and updated, serve both the academic and research programs at the University. In addition, the library subscribes to more than 1204 scientific journals, a primary source of information for library users.

In addition, the library provides its user with access to 32 bibliographic and full-text databases, 241 electronic journals.

Bibliographic databases can be searched using the computers located on the ground floor, whereas full-text databases can be searched using computers located on the first floor.

**Bibliographic and full-text databases available in the library :-**
- Art Index
- Geography Index
- Historical Index
- MLA International Bibliography and MLA Directory
- Psyc Info
- Islamic Index
- Encyclopedia of Islam
- Index to Legal Periodicals
- Dissertation Abstract - Humanities & Social Science
- Econ Lit
- PAIS International
- Human Rights
Second Full-Text databases :-
- Academic search premier.
- Legal collection.
- American humanities index.
- MLA directory of periodicals.
- Social Science index.
- EPARANEM.

- Psych info online.
- communication & mass media.
- MLA international Bibliography.
- ABI / Inform.
- Mohamoon - KW.
- Encyclopedia Britannica.

In addition to electronic databases, the library provides the users with (159) electronic journals through which the users can browse the articles in full-text format. The Library also provides a number of CDs:-
- Dissertation Abstracts.
- UNBI Plus.
- human Rights.
- index to UN Documents Publication

- Index Islamicus.
- Philosophy index.
- Staristical Yearbook.

The library collections are arranged on open shelves. Arabic books are organized according to the Dewey decimal classification system whereas non-Arabic books follow the Library of Congress classification system. All cataloguing information concerning the collections can be found on the ground floor. The card catalogues are alphabetically organized according to author, title, and subject except for the shelf-list index, which is arranged according to classification numbers.

Non-Arabic periodicals are arranged according to the Library of Congress Classification system and Arabic periodicals are all-
phabetically organized according to title. The periodical cardex is situated on the first floor.

Users can search the On-line Public Access Catalog available through searching the different computers scattered throughout the library.
SPECIAL COLLECTIONS

Manuscripts

Since 1975, Kuwait University Libraries Administration (KULA) has expanded its collection of manuscripts consisting of both original and copied editions to serve researchers' needs. The collection consists of 1197 original manuscripts, 14181 copies and 35 manuscripts on microfiche, available on microfilm and on CD covering an array of subjects in the sciences, arts and Islamic literature. Plus 3984 arabic and non-arabic volumes, and 6 perwdicals the manuscript collection can be accessed on the online catalogue in the library. In addition, users may request photocopies of original manuscripts or microfiche copies for a nominal fee.

United Nations Publications

Since 1970, the Kuwait University Libraries have been an official depositary for the United Nations publications in Kuwait.

The United Nations publications consist of books, periodicals, masthead, and various electronic resources including reports, studies and research papers: 15,554 arabic and non-arabic volumes, 352 arabic and non-arabic periodicals and 4 electronic databases (1 bib liographic, 3 full text). The contents of these resources reflect the basic principles of the UN charter and are available to researchers of various backgrounds and academic levels. The publications are the fruits of cooperation between experts and specialists of member countries.

The library classifies the publications according to the symbols on the official publications of the United Nations and its specialized agencies. It follows a special classification scheme according to the rules set up by the Dag Hammarskjold Library in New York. All cataloguing information
concerning the publications may be found in one cardex arranged by author and title. In addition, the cards are also arranged alphabetically according to subject headings in the subject catalogue.

The special collections are situated on the third floor and cannot be borrowed by the users.
**INFORMATION SERVICES**

**I. Circulation**

The Circulation Desk is situated at the main entrance to the library on the ground floor. Here users may borrow any printed items except for references, periodicals, and unpublished theses.

The following table shows the requirements for issuing a library card as well as the privileges given to its holders:

<table>
<thead>
<tr>
<th>User</th>
<th>Borrowing Card</th>
<th>Items that can be borrowed</th>
<th>Loan period</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| **Faculty: professors, assistant professors, visiting professors, language instructors** | College library + Libraries Administration (Language Instructors) | 15 books                   | One Semester          | - Application form  
- KU ID  
- photo |
| **Teaching assistants: (lecturers, researchers, teachers), graduate students, scholarship students** | College library & Libraries Administration               | 10 books                    | One month             | - Application form  
- KU ID  
- photo |
| **Students** **Staff** **Non-KU individuals**                      | College library & Libraries Administration               | 5 books                     | Two weeks             | - Application form  
- KU ID  
- photo  
Non-KU individuals working in the Government sector must deposit KD 40.  
Non-Government sector must deposit KD 80 |
II. Reserve Materials

Items are reserved upon the faculty member's request or if the item is in demand. Items are to be used in the library only and can be photocopied.

III. Photocopying Services

The library provides photocopying services for both print and non-print materials to all library users at 20 fils per page. Faculty members may photocopy up to 600 pages per academic year free of charge. Copyright laws forbid the photocopying of an entire book or periodical.

The library has also provided photocopy machines that are operated by using cards for self-service. This service is granted for both faculty members and graduate students.

IV. Reference Services

The Library offers these services to facilitate the researcher's access to information:
1st. Bibliographic Instruction

The aim of the orientation and the instructional services are to familiarize the user with the library resources and services.

2nd. Reference Service

Information specialists are available at the Reference Desk to help users, answer their queries, and guide them to the reference or book collections and electronic resources.

3rd. Electronic Services

1) Online Search

The library provides Kuwait University faculty members with sophisticated online search facilities via a direct link with DIALOG in the U.S.A. where 700 electronic files may be searched in different fields of knowledge. This service provides the user with bibliographic citations for journal articles, studies, and books in addition to access to abstracts or full-text copies.

2) Internet Search

Users can search the World Wide Web and access the online catalogues of other libraries.

In addition, users may access the web page for Jaber Al-Ahmed Central Library to find out the latest on services and activities at:

Web Page-http://kuc02.kuniv.edu.kw/~scl/

Or contact the Library at: scl@kuc02.kuniv.edu.kw

3) Electronic Journals

The library provides its users access to (257) electronic journal that can be searched via the Internet. Users can access
the full text of articles published in these journals using the computers located on the ground floor and in computer laboratories in the library.

3) **CD-ROM Bibliographic Databases**

This service provides the researcher with the choice to search and find required information in the form of bibliographic and full-text articles. Bibliographic databases can be searched on the library's local area network. Full-text databases can be searched in the full-text databases room on the first floor.

V. **Interlibrary Loan**

Access to materials not available at Kuwait University Libraries (KUL) may be provided by interlibrary loan or document delivery through the cooperation with local libraries and the libraries of the Gulf Cooperation Council (GCC), or the British Library Document Supply (BLDSC). These limitations are related to borrowing from British Library only. Kuwait University faculty members are entitled to up to 100 pages per semester free of charge and to borrow a maximum of two books through interlibrary loan.

VI. **Current Awareness**

This service aims to keep faculty up to date with new library materials through the compilation of monthly and quarterly bibliographies of current books, periodicals and audiovisual materials in addition to the distribution of the tables of content of various periodicals of interest to faculty members.

**Selective Dissemination of information**

The information specialists at KUL provide researchers with regular updates on the current developments in the literature of their fields after in depth analysis of their information needs.
VII. Technical support services

The Audio-Visual and Photography Library:

The audio-visual collection, which consists of approximately 22,642 (videos, cassettes, films 16 mm, DVD tapes, scientific photos and others) items, is located on the ground floor of the Library. It provides the following services:

a) Scientific and educational photographic services which include:

* Developing, printing, and copying all types of microfilm
* Production of educational photography in colour or black and white
* Photocopying manuscripts and paper documents
* Production and copying of slides in color and black and white

b) Audio-Visual Services

* Video Film Collections.
* Recording and photographing academic activities.
* Providing the departments concerned with copies of video-tape and recorded activities, plus providing college libraries with copies of video-tape for educational purposes.
* Loaning technical equipment to the colleges and academic departments production services.
* Participation in the technical preparations for the various University functions.
Opening Hours

During the academic semester, the Library is open from 8 a.m. to 9 p.m. on weekdays and from 8 a.m. on Thursdays.

During the summer semester, the library is open from 8 a.m. to 2 p.m. From Saturday - Thursday.

Libraries Administration Telephone numbers

Khaldiyah / Operator : 4811188

<table>
<thead>
<tr>
<th>Libraries Administration</th>
<th>Direct line</th>
<th>Extension</th>
<th>Fax</th>
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<tbody>
<tr>
<td>Director</td>
<td>4834165</td>
<td>7522</td>
<td>4834924</td>
</tr>
<tr>
<td>Assist. Director for Libraries Affairs</td>
<td>4843908</td>
<td>5757</td>
<td>4843924</td>
</tr>
<tr>
<td>Assist. Director for Technical Affairs</td>
<td>4830200</td>
<td>7542</td>
<td>4816595</td>
</tr>
<tr>
<td>Division</td>
<td>Direct line</td>
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<tr>
<td>Jaber Al-Ahmad Central Library</td>
<td>4824815</td>
<td>8222, 8221</td>
<td>4810473</td>
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<tr>
<td>Information Services Division.</td>
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<td>8219, 8215</td>
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<td>Acquisitions Division.</td>
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<td>UN Library</td>
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<td>8232, 8233</td>
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<td>Audio-Visual Services Library</td>
<td>4841043</td>
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