كلية البحرين الجامعية
UNIVERSITY COLLEGE OF BAHRAIN

LIBRARY GUIDE

2023-2024

Today a reader, tomorrow a leader - Margaret Fuller

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UNIVERSITY COLLEGE OF BAHRAIN

GUIDE TO THE LIBRARY

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https://www.ucb.edu.bh/academics/library

Introduction

UCB Library supports the university's instructional and research programs through a collection of books, journals, audiovisual materials, electronic resources on CD-ROMs, DVDs and online databases.

The emphasis of the collection is on subject areas related to the programs offered at UCB (Business Administration, Information Technology, and Communications & Multimedia).

Classification system

The library uses the DDC system (Dewey Decimal Classification) to arrange its collection on the shelves. DDC is commonly used in academic, public libraries throughout the world. Below is a chart of the main summary of DDC.

DDC's First Summary

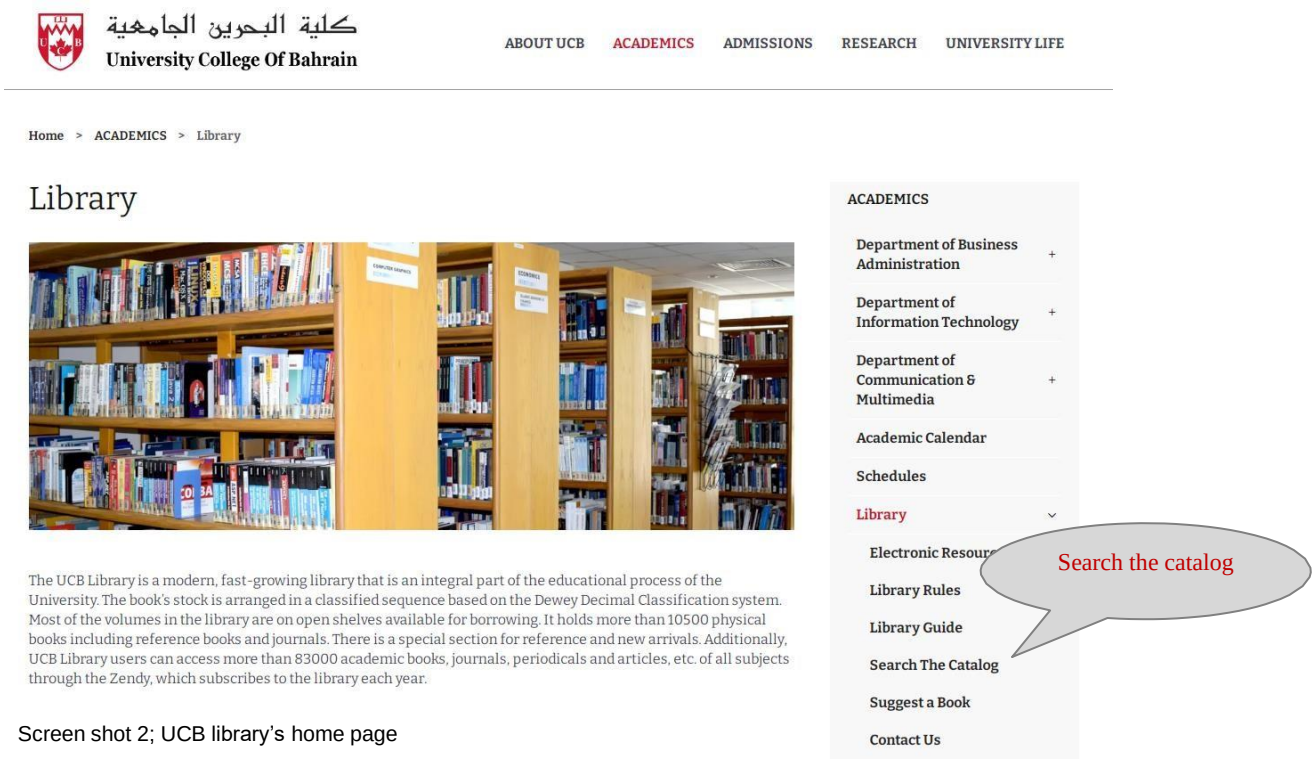
000 Computer Science, Information & General works
100 Philosophy & Psychology
200 Religion
300 Social sciences
400 Language
500 Science
600 Technology
700 Arts & recreation
800 Literature
900 History & Geography

In order to acquire any item from the library locate the Call number of the item (Fig. 1) either by asking the library staff or by searching the OPAC (Online Public Access Catalogue) at the Library.

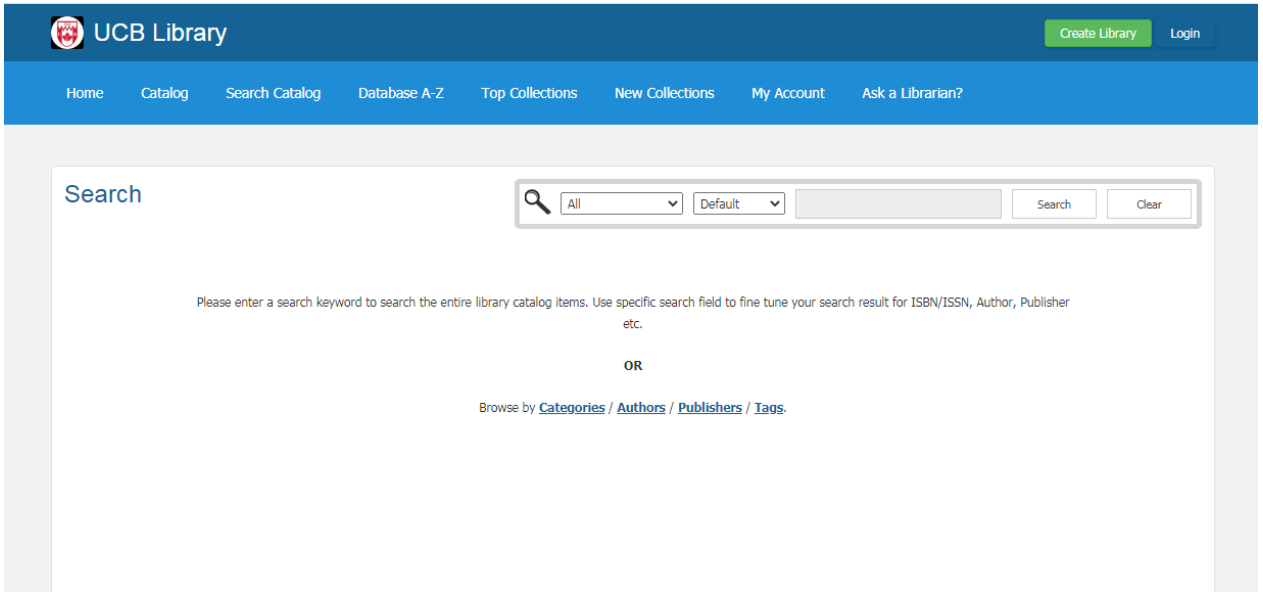
(Fig.1) Barcode label on the Spine of the Book.

Searching the OPAC (Online Public Access Catalog)

To search for bibliographic data of an item you need to connect to the OPAC which is available at:- http://www.ucb.edu.bh/academics/library/search-the-catalog or through the library home page at : http://www.ucb.edu.bh/academics/library and click on 'Search the Catalog'.

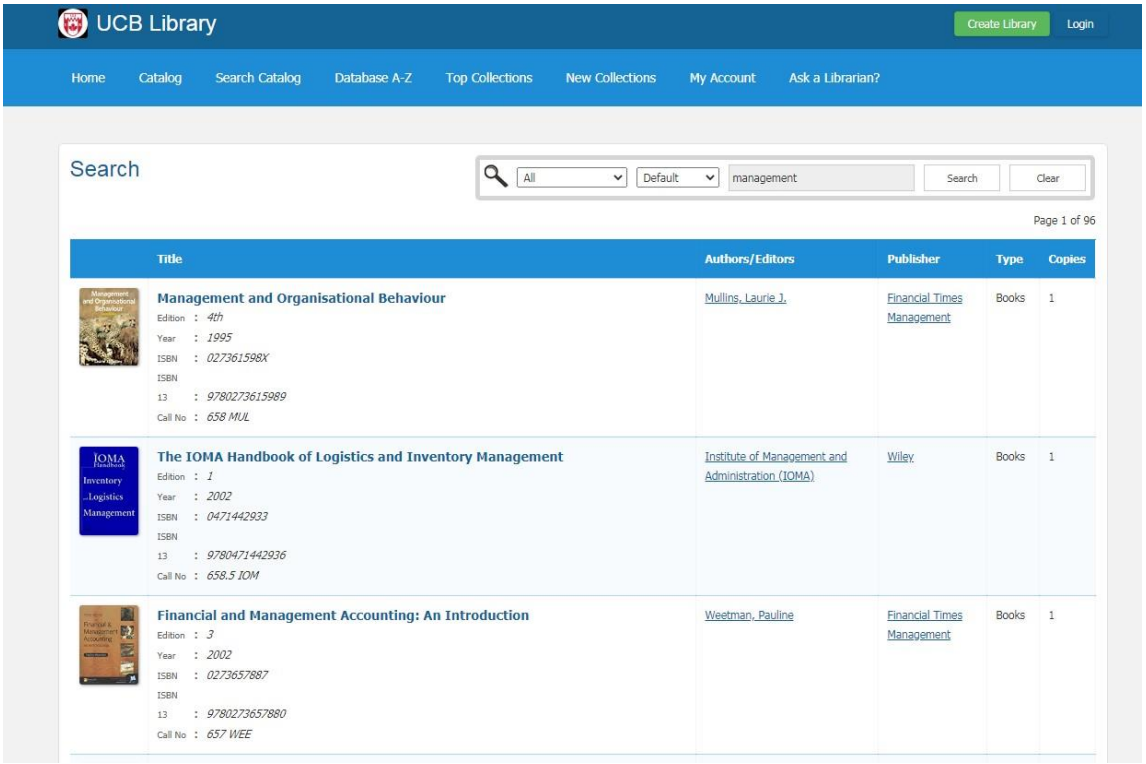


Screen shot 2; UCB library's home page



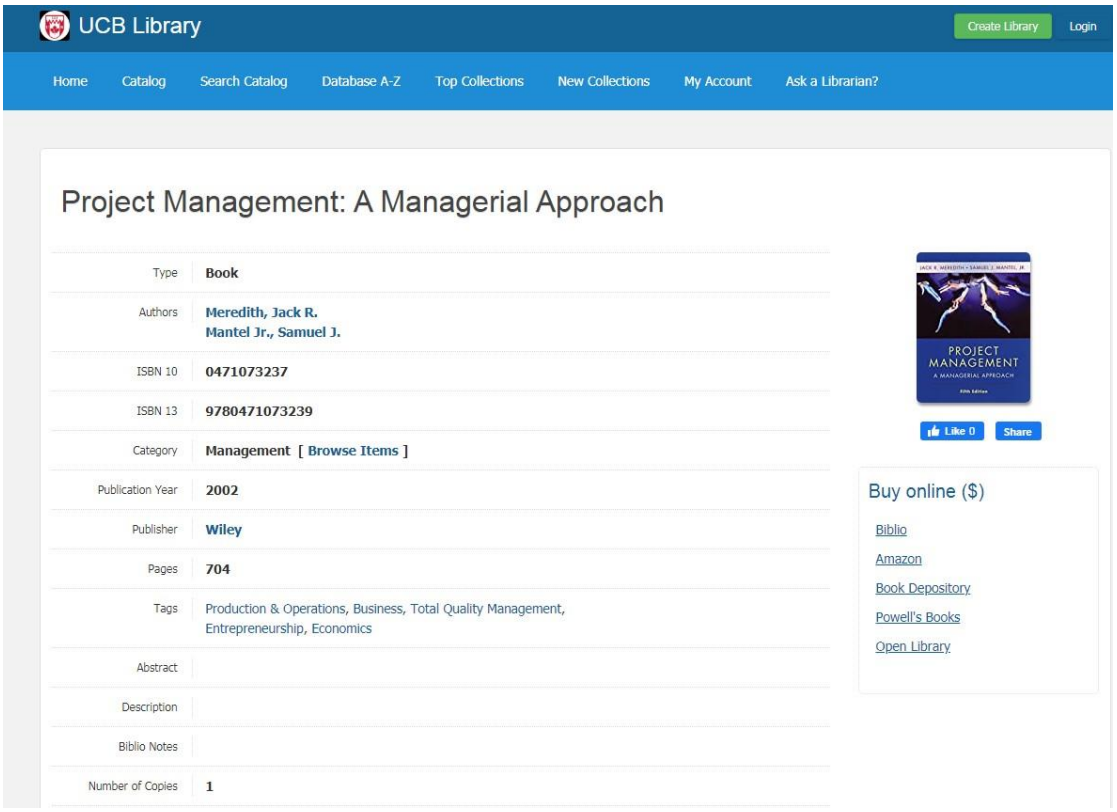
Screen shot 3; UCB library's Online catalog

The UCB Library Catalog page consists of a search box for typing keywords related to the title or subject. Clicking on “search”, will retrieve a list of titles *(Eg. Management,* Screen shot 4*).* Selecting any of the titles will retrieve the full record of the entry *(screenshot 5)*. The title entry record will have a call number which can be found on the Library shelves.



Screen shot 4, The retrieved list of titles when searching for <<management>>

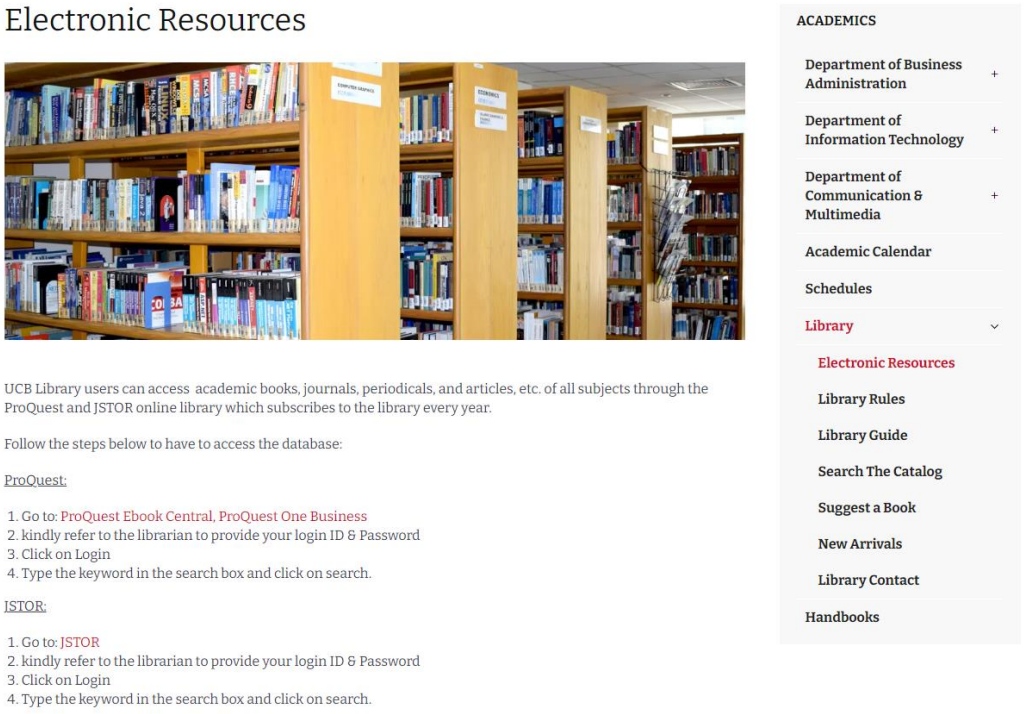
Screen shot 5, Full bibliographic record of the chosen title



Electronic Resources

UCB library subscribes to electronic resources (electronic databases, e books & e journals) on an annual basis. For the year 2023-2024, UCB Library has a subscription to **ProQuest Online Database & JSTOR**.

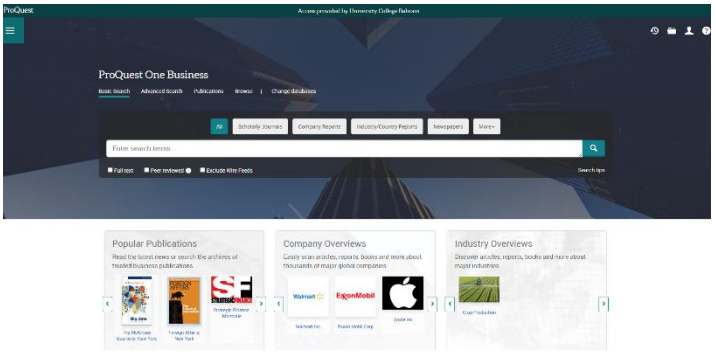
Users can access e-resources through the link :
http://www.ucb.edu.bh/academics/library/electronic-resources

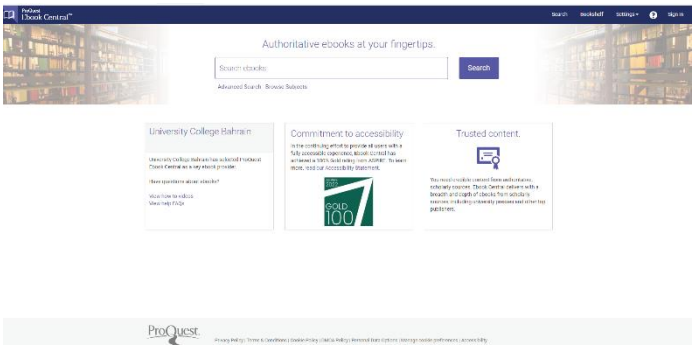


Kindly follow the steps below to have to access the databases:

ProQuest
E Book central https://ebookcentral.proquest.com/lib/univercoll
ProQuest One Business https://www.proquest.com/pq1business?accountid=133255
Kindly refer to the librarian to provide your ID & password.

- Click on Login
- Type the keyword in the search box and click on search.





JSTOR

http://www.jstor.org/?utm_source=zendesk&utm_medium=email&utm_campaign=ps_onbd_access_1

- Kindly refer to the librarian to provide your ID & password.
- Click on Login
- Type the keyword in the search box and click on search.

Databases and Journals:

Springer-Journals

OMICS International-Journals

Directory of Open Access Journals

Database for humanities and CMM

Open Culture- Cultural and Educational Media

Online Library and Publication Platform

Case Studies and Whitepapers etc.

Public Digital Library

FULL PDF Search Engine

Scientific Research Publishing

Cambridge Open Access

Education Resource Information

CORE

ERIC

Reference:

Refdesk.com

Open Access Theses:

EThOS - UK Dissertations/Theses

DART

Queens University, Canada

e-Books & e-Documents:

Digital Book Index

Directory of Open Access Books

The Online Books

Open Research Library

PDF Drive

Free books.

Open Knowledge Repository of World Bank Group

Oxford University Press Open Book Collection

The Open Textbook Library

Planet eBook

Digital Archives:

Internet Archive

Library of Congress/ Digital Collections

Dictionaries:

One Look

Macmillan Dictionary

The Free Dictionary

Encyclopedia :

Encyclopedia Britannica

Encyclopedia.com

Accounting Journals:

Journal of Finance and Accounting

The International Journal of Digital Accounting Research

Journal of Accounting and Economics

Computer Science Journals:

Peerj Computer Science

IAENG International Journals of Computer Science

International Journal of Computer Science and Information Technology – IJCSI

International Journal of Managing Information Technology -IJMIT

Journal of Technology Education

OMICS-Computer Science Journals

Journal of Artificial Intelligence Research

Open Computer Science

American Journal of Computer Science and Engineering Survey

Finance:

International Journal of Finance

Journal of international money and finance

Journal of Financial Economics Open Access Articles

Graphic design:

International Journal of Design

Journal of Graphic Engineering and Design

Multimedia Tools and Applications: An International Journal

Islamic Finance:

European Journal of Islamic Finance

Journal of Islamic Finance

Journal of Islamic Banking and finance

Management Journals:

International journal of business and management

Journal of international business studies

International journal of business administration

Journal of Management Strategy

Journal of Management Studies

Journal of Management and Marketing Research

OMICS Business- Management Journals

Open Journal of Business and Management

Marketing:

International Journal of Marketing Studies

Journal of Marketing Management

International Journal of Financial Studies – Open Access Journal

Journal of Financial Economics Open Access Articles

Asian Journal of Finance & Accounting

European Journal of Marketing

Media and Communication:

International Journal of Communication (IJoC)

Advances in Multimedia – An open access journal

International Journal of multimedia and its applications

Circulation

Refer to the following table to check the Loan Periods/Number of Items Allowed when checking-out library items.

Users	No. of Items	Loan Period	Renewal
Faculty member	5	6 weeks	2 weeks
Staff	2	2 weeks	1 week
Graduate students	3	4 weeks	2 weeks
Undergraduate students	2	2 weeks	1 week

Table 1

The below mentioned items are not allowed to be checked out from the Library.

Format	Call No. Designation
Journals	SER
Audiovisual Material	AV
Reference Material	REF
Reserve Material	RES
Thesis & Dissertations	TH

Table 2

Circulation rules

1. Students must present their UCB Student ID card before proceeding to checking out an item. No other ID cards allowed.

2. Students will not be allowed to loan/borrow more items, if there is an overdue item on their account.

3. After the checkout process is done, students will have to sign on a receipt containing the bibliographic information, the checkout date and loan expiry date. Students should strictly follow the date of return. The receipt alsoincludes a mark to refer to the condition of the book at the time of check-out.If an item is returned in a condition that doesn't match the checked mark the student will be fined or even asked to replace the item (with an item of the same Title, ISBN, Ed. no. etc.)

4. Items can be renewed once unless other patrons have waitlisted it. After returning a renewed item, the student must wait 24 hours to check out the same title again.

Fines

1. **Overdue:** Students having exceeded the borrowing and renewal period will be offered a grace period of 5 days for returning the item back to the library.

Late fee per day	Maximum late fee	Note
BD 0.25	**BD 10**	Grace period of 5 days If the checked-out item isn't returned after 60 days of the due date, the user will be charged half the original book price. If it isn't returned after 90 days of due date, the user will be charged 70% of the original price of the book. If it isn't returned after 120 days of due date the library item will be considered a lost item and you will be charged 100% of the original price plus the processing fees (shipping, bibliographic processing etc.)

Table 1

2. **Lost or damaged item:** If the item is lost or damaged the student will be asked to replace it with a new item of the same Title, ISBN, Ed. no. etc. If the student is unable to do so, the original price of the item + BD 15 for processing fee (ordering, shipping, cataloging etc.) will be charged.

Photocopying/ Printing/ Scanning

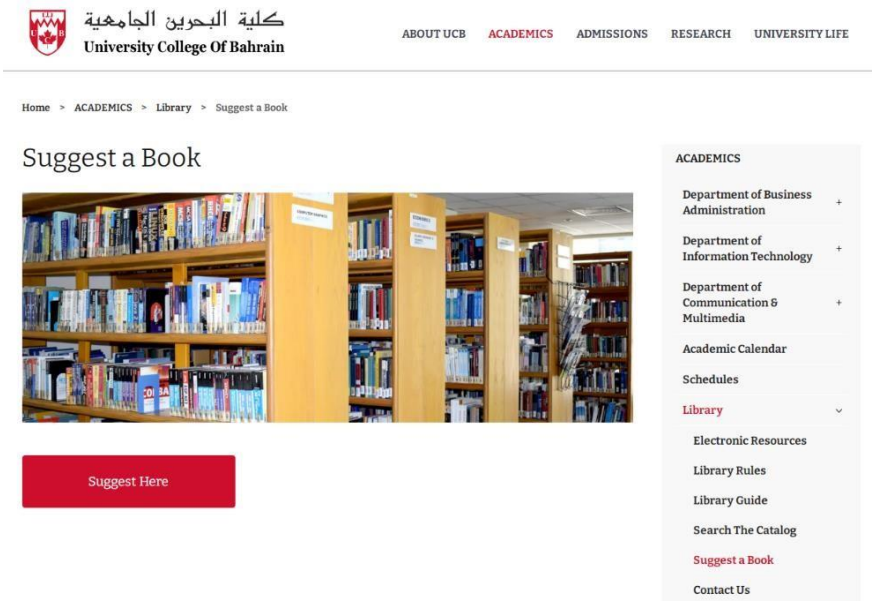
Students can print/ photocopy/ scan based on the following rules: -
Students will be given their own printing, photocopying & scanning code allowing to print/ photocopy/ scan 75 pages per semester free of charge. After exceeding the number of pages, the cost of printing/ photocopying/ scanning will be BD 1.5/100 pages. Please be advised that photocopying textbooks is prohibited.

Wireless Connections

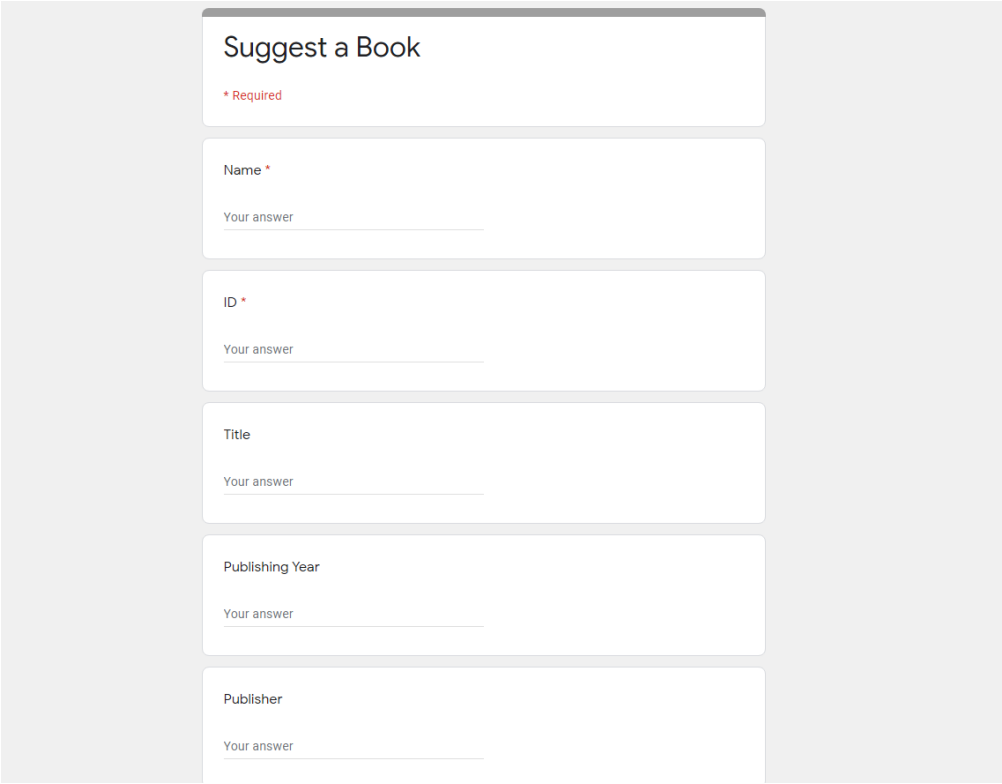
The desktop PCs are provided with wired internet connection along with UCB's WiFi available for mobile devices i.e. Laptops, Smart phones for wireless connectivity. To configure your device for WiFi services, please refer to the IT Administrator.

Purchase Suggestion

Students/ staff may suggest a title to be purchased by filling in the: *Suggest A Book* form that is available at http://www.ucb.edu.bh/academics/library/suggest-a-book by clicking on ”Suggest Here” link.



Please note the obligatory fields to fill-in: your name, email address, item's title, and the publisher’s name. Upon clicking the submit button the data will be sent automatically to the librarian's email account to review the suggested title. If it is approved, the librarian will proceed with ordering the item.



Suggest a Book form

New Arrivals

Latest additions to UCB Library collection can be checked at:
http://www.ucb.edu.bh/academics/library/new-arrivals
The lists are downloadable in PDF files.

Regulations

1. Upon leaving the library make sure the borrowed/loaned item has been properly checked out otherwise a security alarm will go off.
2. Students must show their UCB Student ID Card before getting any benefit from library services such circulation, provision of printing/ photocopying code, etc.
3. Eating and drinking are not allowed in the library.
4. Silence in the library is a must. Please keep conversations to a minimum and keep your mobile phones on silent mode.
5. Don’t leave your personal belongings in the library.

Library Opening Hours

Sunday & Wednesday – 8 am to 6 pm

Monday, Tuesday & Thursday – 8 am to 4pm

(Closed on Fridays, Saturdays and Public Holidays)

Ask Us

Need an answer to a question related to library services, ask us and we are pleased to help you. Tel #: 17790828 Ext. 350 or library@ucb.edu.bh