



LIBRARY GUIDE

2023-2024

Today a reader, tomorrow a leader - Margaret Fuller



GUIDE TO THE LIBRARY

<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.

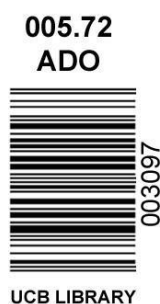
DDC's First Summary

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'.

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Library

The UCB Library is a modern, fast-growing library that is an integral part of the educational process of the University. The book's stock is arranged in a classified sequence based on the Dewey Decimal Classification system. Most of the volumes in the library are on open shelves available for borrowing. It holds more than 10500 physical books including reference books and journals. There is a special section for reference and new arrivals. Additionally, UCB Library users can access more than 83000 academic books, journals, periodicals and articles, etc. of all subjects through the Zenty, which subscribes to the library each year.

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Search the catalog

Screen shot 2; UCB library's home page

UCB Library

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Home Catalog Search Catalog Database A-Z Top Collections New Collections My Account Ask a Librarian?

Search

🔍 All ▾ Default ▾ [] Search Clear

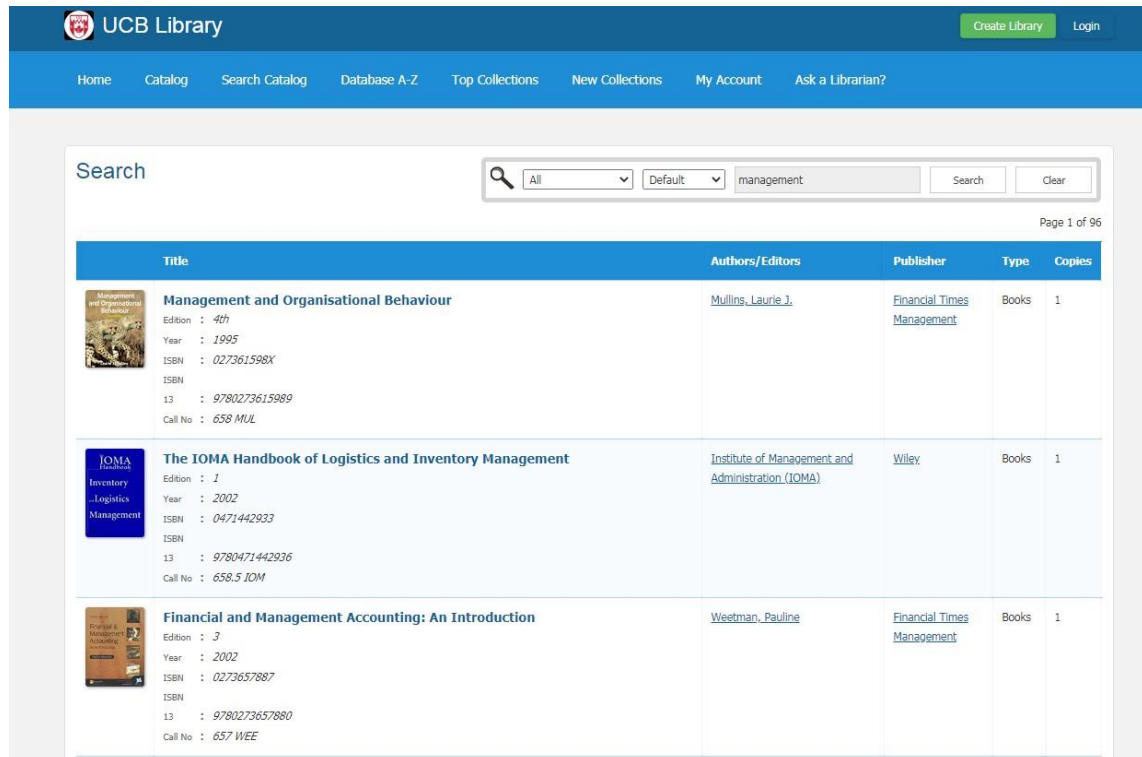
Please enter a search keyword to search the entire library catalog items. Use specific search field to fine tune your search result for ISBN/ISSN, Author, Publisher etc.

OR




Browse by [Categories](#) / [Authors](#) / [Publishers](#) / [Tags](#)

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.

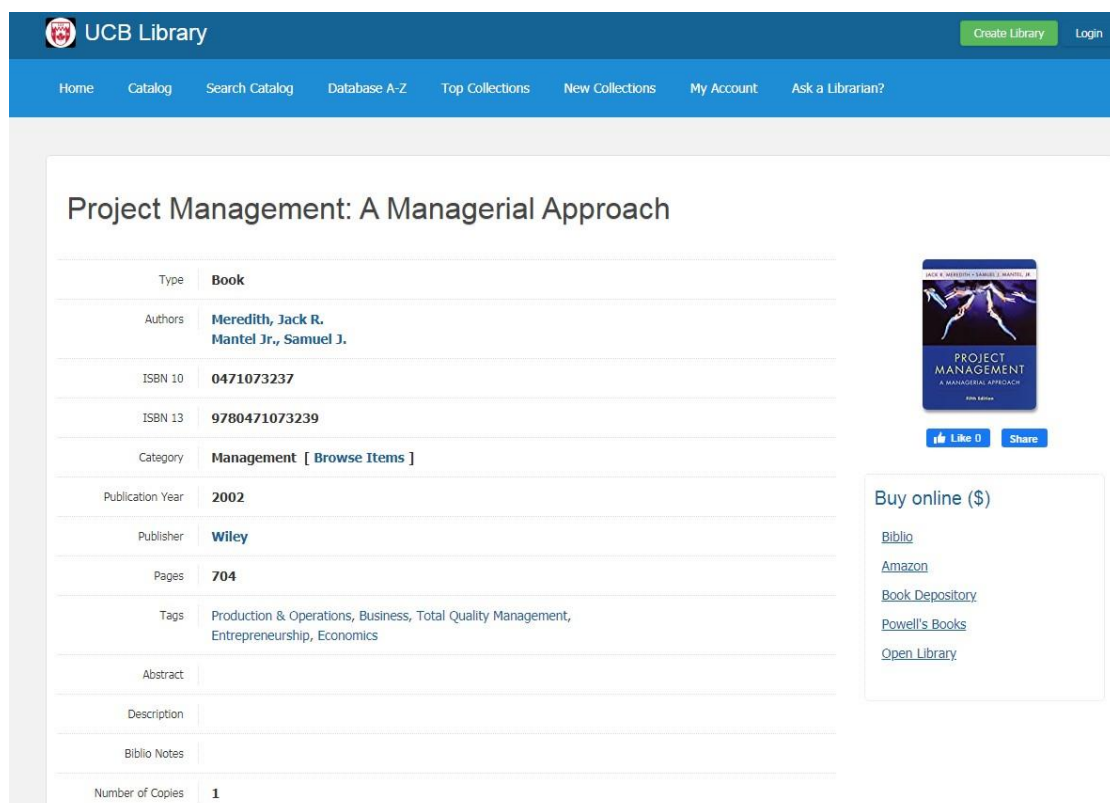


The screenshot shows the UCB Library search results page. The search bar at the top contains the keyword "management". Below the search bar, there are three search results listed in a table format. Each result includes a thumbnail image of the book cover, the title, authors/editors, publisher, type, and the number of copies.

Title	Authors/Editors	Publisher	Type	Copies
 Management and Organisational Behaviour Edition : 4th Year : 1995 ISBN : 027361598X ISBN 13 : 9780273615989 Call No : 658 MUL	Mullins, Laurie J.	Financial Times Management	Books	1
 The IOMA Handbook of Logistics and Inventory Management Edition : 1 Year : 2002 ISBN : 0471442933 ISBN 13 : 9780471442936 Call No : 658.5 IOM	Institute of Management and Administration (IOMA)	Wiley	Books	1
 Financial and Management Accounting: An Introduction Edition : 3 Year : 2002 ISBN : 0273657887 ISBN 13 : 9780273657880 Call No : 657 WEE	Weetman, Pauline	Financial Times Management	Books	1

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

Screen shot 5, Full bibliographic record of the chosen title



The screenshot shows the full bibliographic record for the book "Project Management: A Managerial Approach" by Meredith, Jack R. and Mantel Jr., Samuel J. The record is displayed in a table format with various fields such as Type, Authors, ISBN, Category, Publication Year, Publisher, Pages, Tags, Abstract, Description, Biblio Notes, and Number of Copies. To the right of the record, there is a thumbnail image of the book cover and a section titled "Buy online (\$)" with links to various online retailers.

Type	Book
Authors	Meredith, Jack R. Mantel Jr., Samuel J.
ISBN 10	0471073237
ISBN 13	9780471073239
Category	Management [Browse Items]
Publication Year	2002
Publisher	Wiley
Pages	704
Tags	Production & Operations, Business, Total Quality Management, Entrepreneurship, Economics
Abstract	
Description	
Biblio Notes	
Number of Copies	1

Project Management: A Managerial Approach

Buy online (\$)

- [Biblio](#)
- [Amazon](#)
- [Book Depository](#)
- [Powell's Books](#)
- [Open Library](#)

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>

Electronic Resources



UCB Library users can access academic books, journals, periodicals, and articles, etc. of all subjects through the ProQuest and JSTOR online library which subscribes to the library every year.

Follow the steps below to have to access the database:

ProQuest:

1. Go to: [ProQuest Ebook Central](#), [ProQuest One Business](#)
2. kindly refer to the librarian to provide your login ID & Password
3. Click on Login
4. Type the keyword in the search box and click on search.

JSTOR:

1. Go to: [JSTOR](#)
2. kindly refer to the librarian to provide your login ID & Password
3. Click on Login
4. Type the keyword in the search box and click on search.

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Library Contact	
Handbooks	

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

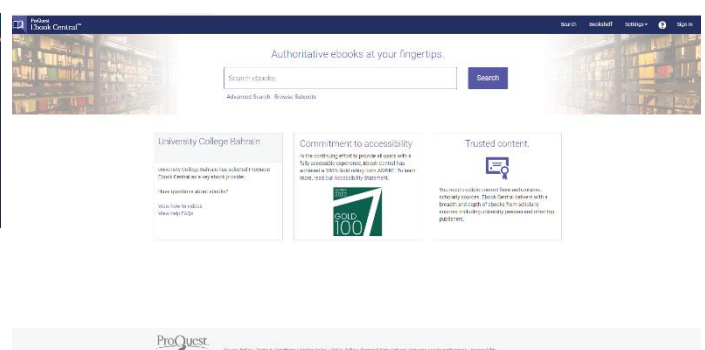
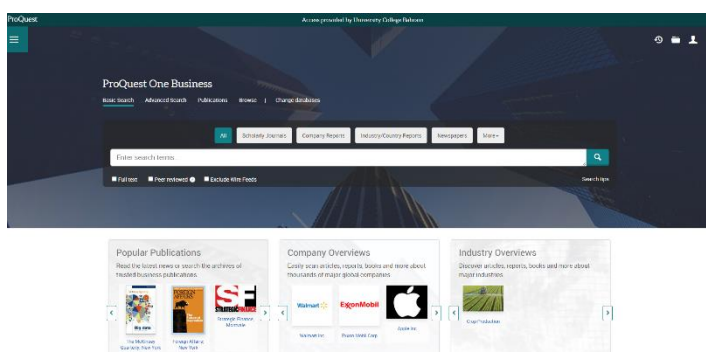
ProQuest

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 - IJCSIT
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 also includes 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.




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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

* Required

Name *

Your answer

ID *

Your answer

Title

Your answer

Publishing Year

Your answer

Publisher

Your answer

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.



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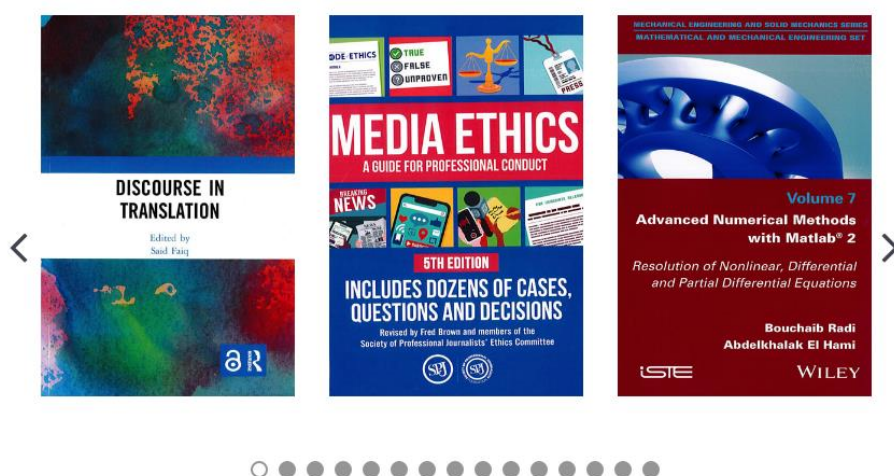
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New Arrivals



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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