



Url	<a href="https://library.aum.edu.kw/about-us/">https://library.aum.edu.kw/about-us/</a>
Address	29.163695277220807, 48.097903345961996
Library Timing	Sunday to Thursday 8.00 am to 8.00 pm Friday & Saturday- Closed
Video	<a href="https://youtu.be/TI8ZuuNj9Cg?si=lf0ND8y5Sbxck1kT">https://youtu.be/TI8ZuuNj9Cg?si=lf0ND8y5Sbxck1kT</a>

## Overview

Welcome to the Library of the American University of the Middle East! Enjoy using the library for quiet study, collaborative work, research activities, and access to AUM resources. Information Literacy assistance is offered to students and faculty.

AUM Library is a welcoming and well-managed facility that encourages research and dissemination of scholarly information and ideas. It also provides information resources and services to support the instructional programs and the research and educational goals of the university.

To achieve these goals, the AUM Library provides a rich collection of print and electronic resources with a strong focus on course-related information literacy and reference support. The book collection contains both print and e-books in areas relating to programs offered at AUM. 5Patrons also have access to over 40 online research databases with on-campus & off-campus access.

The AUM Library supports various programs of study offered by the College of Business Administration and the College of Engineering and Technology as well as the Liberal Arts Department. It also provides a variety of information resources such as, printed books, audiovisual materials, online databases, journals & magazines, e-books, e-journals, and case studies.

## Mission

The AUM Library's mission is to provide the AUM academic community with world caliber, high-quality academic resources in both print and digital formats to facilitate learning and research within the institution and offer innovative services to support lifelong learning experiences along with the stimulation of intellectual curiosity.

Central to this mission is providing the AUM community access to a wide range of on-campus and off-campus resources and facilities that enable them to fulfill their educational, research, and professional goals. Additionally, the library provides students with invaluable soft skills development and edutainment resources.

## Objectives

- To assist students, faculty, and staff in accessing library resources and retrieving information in an effective and efficient manner
- To support a functional and welcoming physical space for students and staff
- To provide a range of books, periodicals, e-resources, and other media at differing educational levels dependent on student requirements and the needs of the institution
- To establish a state-of-the-art resources and facilities center that responds and adapts to academic and research needs
- To provide innovative, responsive and effective services to meet the ever-growing needs of the faculty and student body

## Opening Hours

The Library is open from **Sunday through Thursday from 8.00 AM to 8.00 PM**. Library hours are adjusted during Midterm and Final Exams periods and during Ramadan. These changes are posted on Moodle. The library is closed on Public and University holidays throughout the year.

**Note:** Closing time in the Library begins 10 minutes before the posted closing hour. Late-comers will not be admitted after closing procedures start. No borrowing is permitted 5 minutes before the Library closes.

## Contact Information

The Library staff is available to answer questions or provide assistance to faculty, students, and staff via the Help Desk or by Email: [Library.Support@aum.edu.kw](mailto:Library.Support@aum.edu.kw)

### Address:

AUM Library, American University of the Middle East  
Al-Egaila, Block 3, Street No. 106, Plot 1

**Postal Address: P.O. Box: 220 Dasman, 15453 Kuwait**

**Telephone:** (965) 222 51 400 Ext. 1617

**Fax:** (965) 222 51 425

**Email Address:** [library.support@aum.edu.kw](mailto:library.support@aum.edu.kw)

## **Library Rules and Guidelines**

### **Library Code of Conduct**

The following minimum standards of conduct are to be observed in the Library:

1. The Quiet Zone in library is a place for quiet study, as such, patrons should show consideration for fellow students.
2. Headphones must be used on any device that emits sound.
3. In order to avoid damage to books and computers, no food is allowed in the library. Water in sealed bottles or containers is acceptable.
4. Cell phones should be set to silent mode before entering the library. Calls can only be made or answered outside the library
5. Smoking is not permitted anywhere in the Library.
6. Patrons are required to show valid identification upon request from Library or Security staff.
7. Patrons are required to use library equipment and facilities for designated purposes only. This includes using Library computers and study areas for their intended purposes
8. The library is not responsible for the loss or theft of personal property left unattended.
9. Personal belongings left in the Library will be taken to Lost and Found in Student Affairs.

### **Conditions for Study Room Use**

1. Study rooms are to be used only for academic related group work or study.
2. The names and IDs of all individuals using a particular room should be listed.
3. Single person bookings are not possible. If fewer than three students occupy a study room, library staff can request that the person(s) move to another study area in the library. A similar scenario would happen if more than six occupy a room at the same time.
4. Food and drinks are not allowed in the rooms.
5. AUM reserves the right to deny access to the study rooms to any student if misuse is observed or suspected and if room is used for any other activity than study.
6. If the students are not able to use the booking, Library requests that they cancel the reservation so another party can reserve the room.
7. Staff may cancel bookings if the room has not been occupied within 15 minutes of the start time (no-show rule).

8. Rooms must be left in good condition. In case of damage, the last person(s) using the room will be held responsible.
9. The library is not responsible for the loss or theft of personal property left unattended.
10. Personal belongings left in the study rooms will be taken to *Lost and Found* in Student Affairs.

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## Library Conduct

Library visitors are asked to treat their colleagues and staff with the respect they wish to be treated with. The following rules are applied:

1. Cellphone usage is prohibited in the library quiet zone.
2. Visitors are asked to respect the quiet zone.
3. Personal belongings should not be left unattended; AUM Library is not liable for any loss or theft thereof.
4. Food and beverages are not permitted on premises.
5. Students will need to show their student ID whenever it is requested by a Library staff.
6. Library visitors should comply with AUM's regulations relating to computer use.
7. Students will be held responsible for any damage made to equipment, furniture and/or other Library property.

## **AUM Library Catalogue**

AUM Library has a unique Library catalogue ([OPAC](#)) which will give you detailed information on the available books, journals, bound volumes, and audio-visual materials etc.

### **Library Materials are available:**

- For an overview of a topic, use a textbook, encyclopedia, handbook, or reference books.
- For a definition of a topic, use a dictionary, an encyclopedia or a textbook.
- To find facts on a specific topic, use an almanac, a yearbook, or check government publications.
- To find current information, use the AUM Library database to search journals, newspapers, and eBooks.