جامعة سليمان الراجحي
SULAIMAN ALRAJHI UNIVERSITY

SRU LIBRARY
USER GUIDE

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SRU LIBRARY

The library is the heart of learning and teaching processes at SRU. It provide access to a variety of high-quality academic databases, e-Journals, e-Books, and print resources. These research materials are developed to support the curriculum and research needs of our faculty and students.

Library Vision

To make the library of Sulaiman Al-Rajhi University an attractive environment for researchers and learners.

Library Mission

Contribute to achieving the university's educational and research mission by providing various learning resources and helping researchers and learners to access information.

The library collections:

The library consist of two major parts:

1. Paper Books
2. Digital Library

- **Printed Books**

The library contain more than 3000 Books and journals are available in Arabic and English languages.

Dewey Decimal Classification

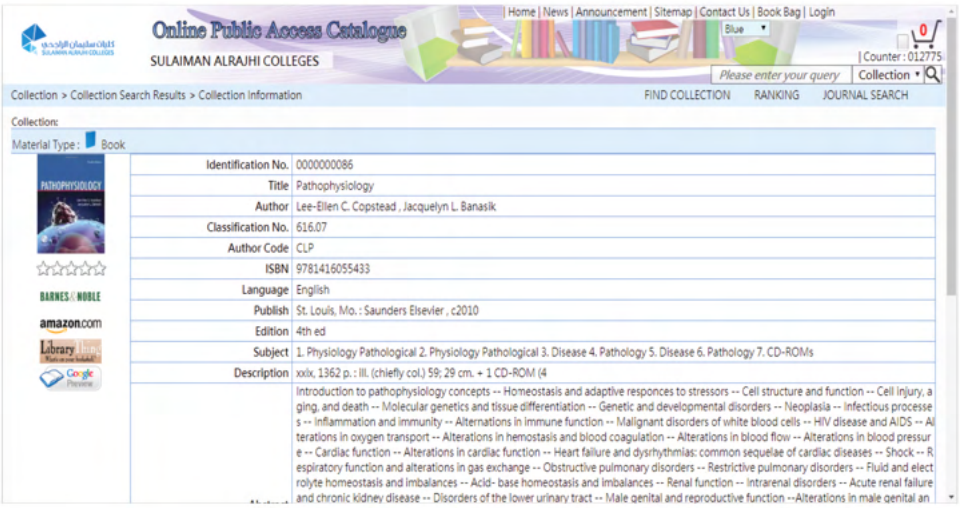
SRU libraries are using the Dewey Decimal Classification (DDC).
The Dewey Decimal system organized all knowledge into subject categories. Here are the ten main classes, or subject areas:

List of Dewey Decimal Classification (DDC)
000 – Computer science, Information & general works
100 – Philosophy & psychology
200 – Religion
300 – Social sciences
400 – Language
500 – Pure Science
600 – Technology
700 – Arts & recreation
800 – Literature
900 – History & geography

610 Medical sciences; Medicine
611 Human anatomy, cytology, histology
612 Human physiology
613 Promotion of health
615 Pharmacology & therapeutics,
617 Surgery & Orthopedics
618 Gynecology & Obstetrics
619 Experimental medicine

WHAT IS THE CALL NUMBER?

Each item in the library (EX: books, journals, DVD, etc.) has a unique call number.



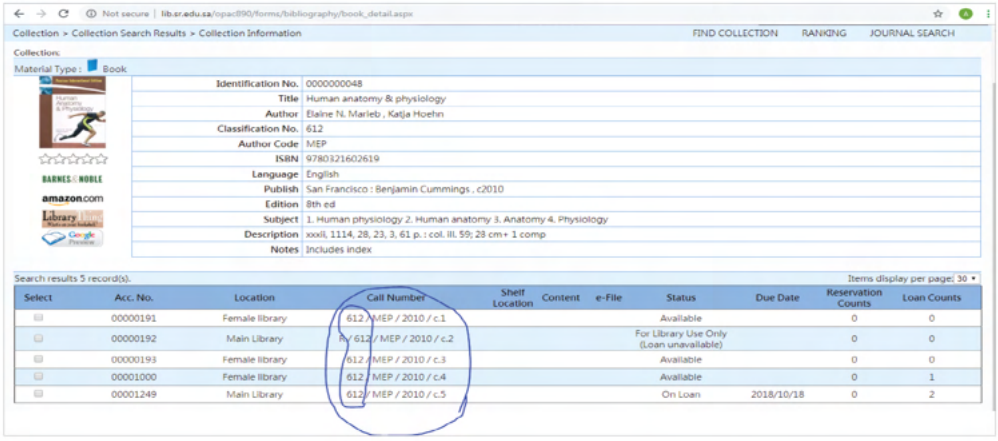
The call number is taped to the front or side of an item and is also shown in SRU catalog, See OPAC.
What do call number mean?
Dewey Decimal Classification (DDC) made up of ten classes, each divided into ten divisions, each having ten section.
Each call number has three letters and numbers. The 3 letters mean the following:

Author Code

First letter: first letter of the author's last name
Second letter: first letter of the author's first name
Third letter: first letter of the item's title.

Identification No.	0000000086
Title	Pathophysiology
Author	Lee-Ellen C. Copstead , Jacquelyn L. Banasik
Classification No.	616.07
Author Code	CLP
ISBN	9781416055433
Language	English
Publish	St. Louis, Mo. : Saunders Elsevier , c2010
Edition	4th ed
Subject	1. Physiology Pathological 2. Physiology Pathological 3. Disease 4. Pathology 5.
Description	xxix, 1362 p. : ill. (chiefly col.) 59; 29 cm. + 1 CD-ROM (4

We use the call No to know the place of the book in the Shelves



Collection > Collection Search Results > Collection Information — FIND COLLECTION | RANKING | JOURNAL SEARCH

Material Type : Book

Identification No.	0000000048
Title	Human anatomy & physiology
Author	Elaine N. Marieb , Katja Hoehn
Classification No.	612
Author Code	MEP
ISBN	9780321602619
Language	English
Publish	San Francisco : Benjamin Cummings , c2010
Edition	8th ed
Subject	1. Human physiology 2. Human anatomy 3. Anatomy 4. Physiology
Description	xxxii, 1114, 28, 23, 3, 61 p. : col. ill. 59; 28 cm+ 1 comp
Notes	Includes index

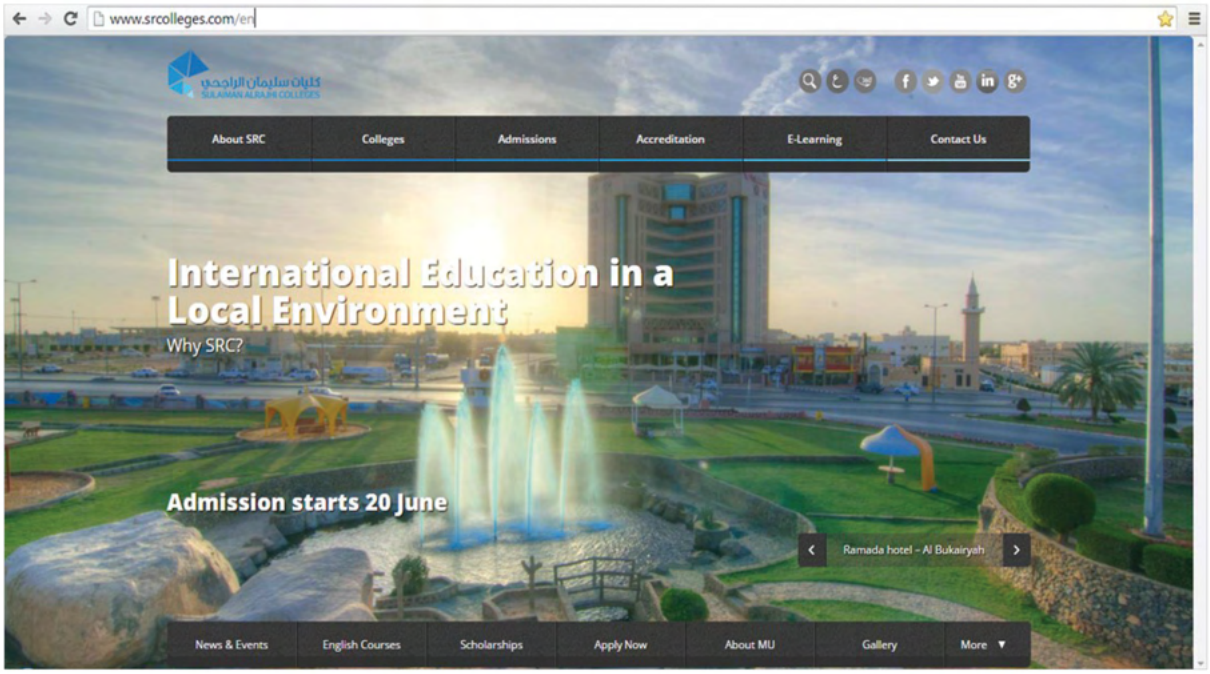
Search results 5 record(s). Items display per page: 30

Select	Acc. No.	Location	Call Number	Shelf Location	Content	e-File	Status	Due Date	Reservation Counts	Loan Counts
	00000191	Female library	612 / MEP / 2010 / c.1				Available		0	0
	00000192	Main Library	R / 612 / MEP / 2010 / c.2				For Library Use Only (Loan unavailable)		0	0
	00000193	Female library	612 / MEP / 2010 / c.3				Available		0	0
	00001000	Female library	612 / MEP / 2010 / c.4				Available		0	1
	00001249	Main Library	612 / MEP / 2010 / c.5				On Loan	2018/10/18	0	2

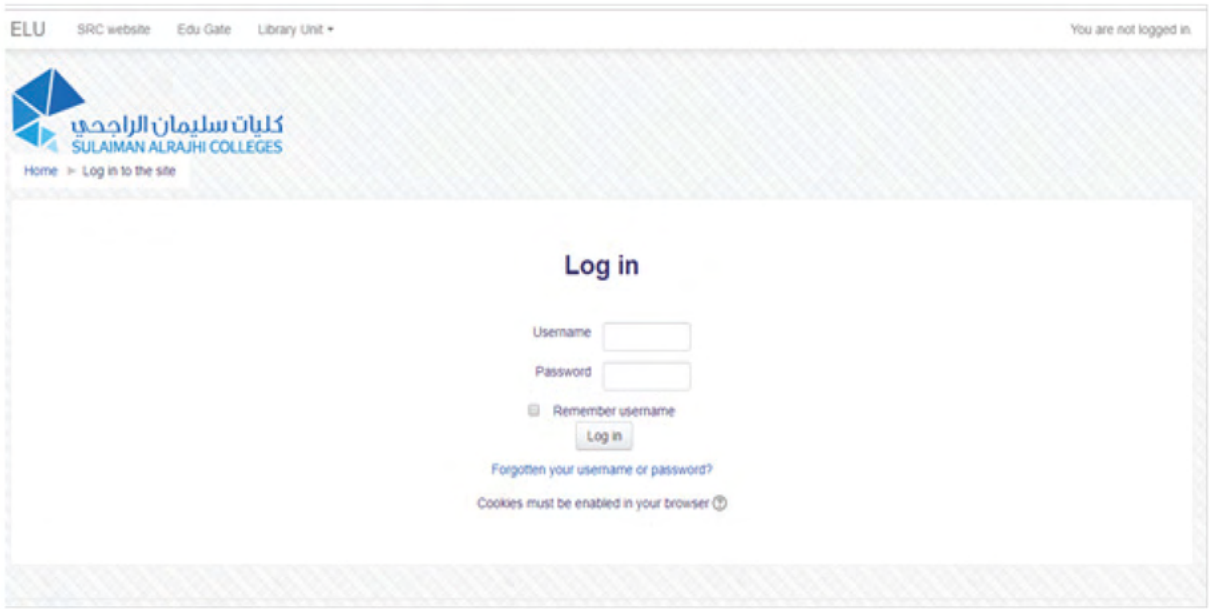
For more detail about DDC refer to link:

http://bpeck.com/references/DDC/ddc_mine600.htm

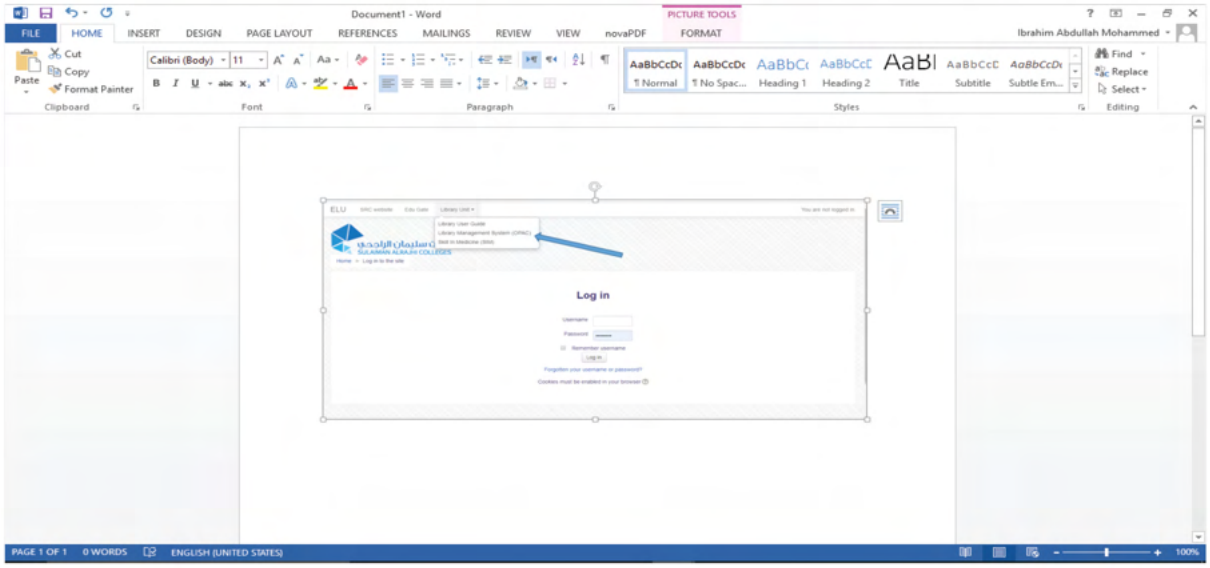
1. ENTER TO SRU WEBSITE
   https://sr.edu.sa/site/



2. ENTER TO E -LEARNING



3. ENTER TO OPAC LIBRARY SYSTEM

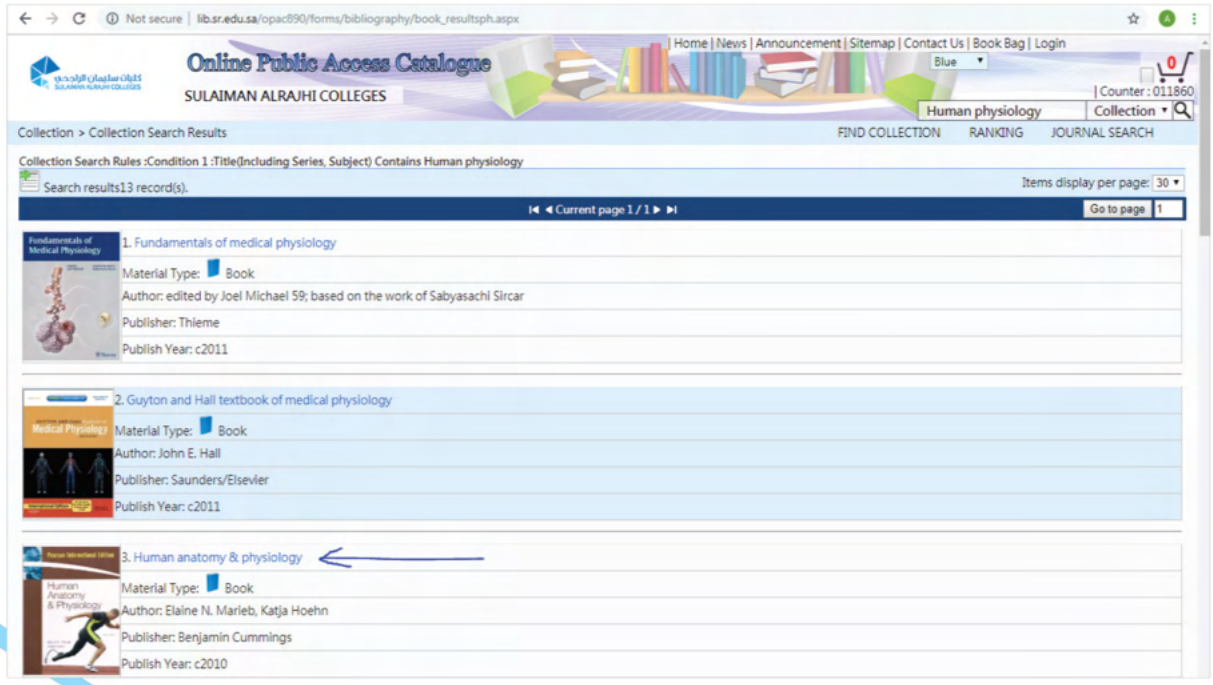


4. OPAC HOME PAGE

5. USE THE SEARCH ENGINE

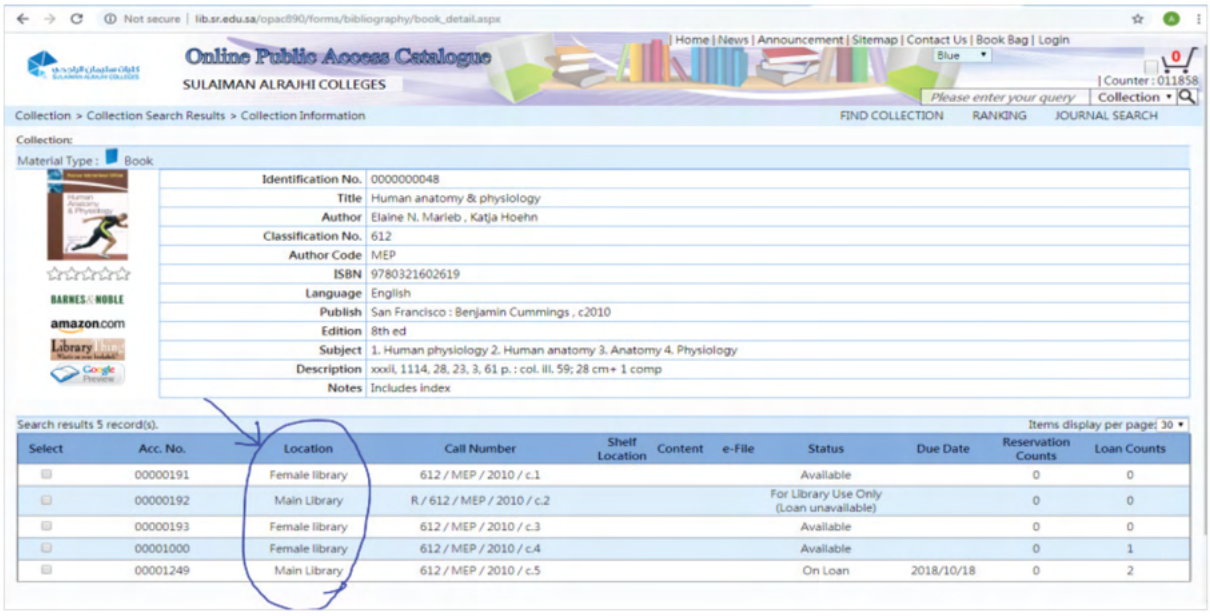
6. CLICK THE TITLE OF THE BOOK

For Example: if you need to search about the textbook human anatomy & physiology?



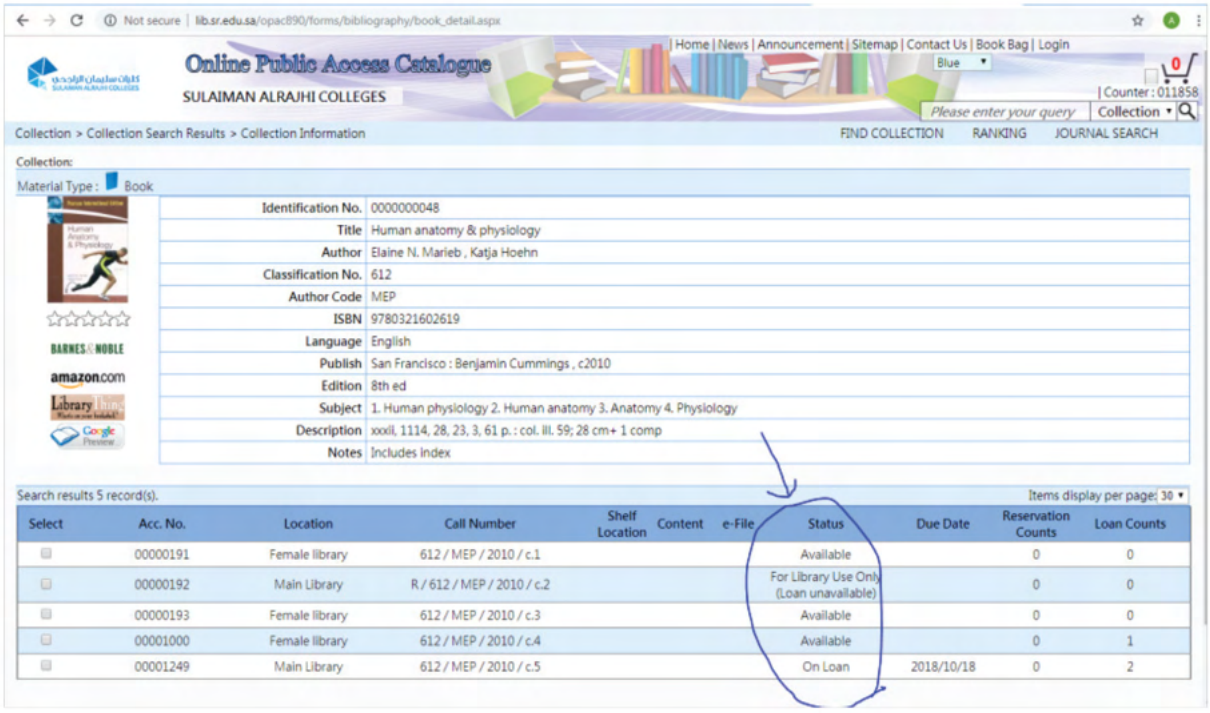
7. TO KNOW THE LOCATION

Is the book found in the main library or female library?

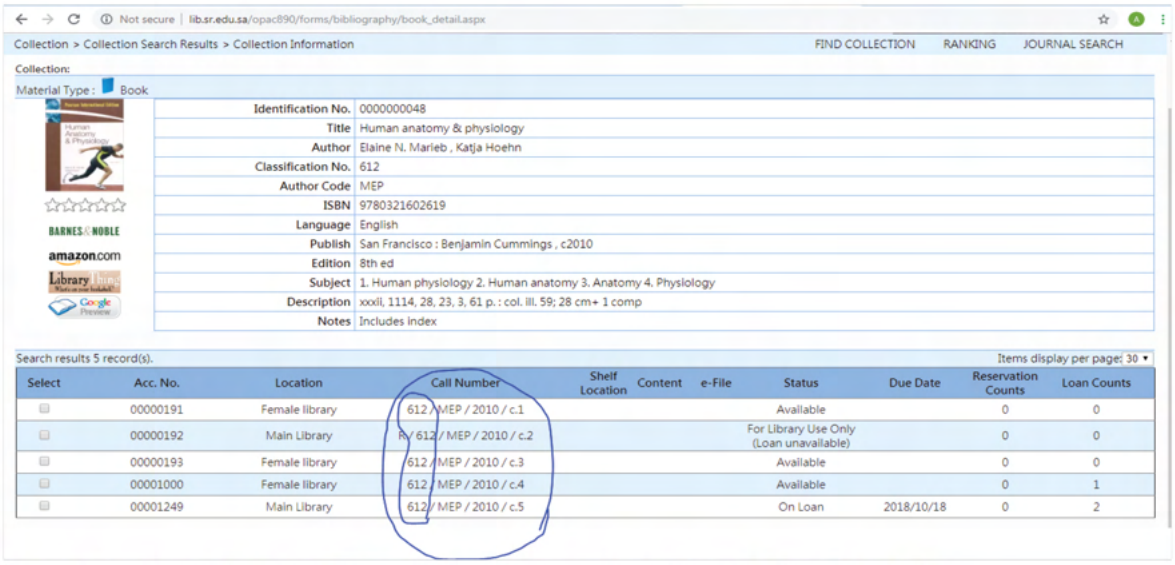


8. CHECK THE STATUS:

To Know if the Book Available or not



9. CHECK THE CALL NO:
To know the place of the book in the Shelves.



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	00001000	Female library	612 / MEP / 2010 / c.4				Available		0	1
	00001249	Main Library	612 / MEP / 2010 / c.5				On Loan	2018/10/18	0	2

10. USE THE CALL NUMBER TO FIND THE BOOK ON SHELVE.

If you need help please ask the Liberian

Digital Library

The Digital Library provides digital information resources in various forms, and making it accessible to faculty staff, researchers and students

We have subscriptions in the Saudi digital library (SDL):

SDL Include:

1. E-Books
2. E-Journal

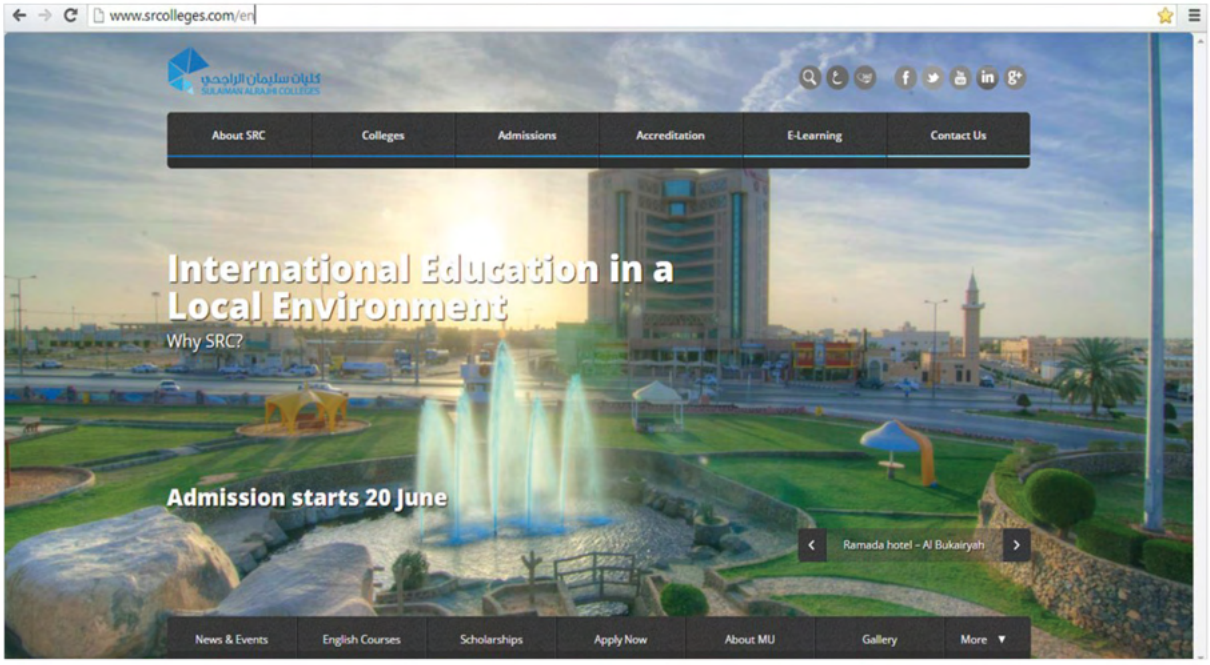
E- Books	E- Journal
Jaypee	EBSCO host
Ovid Books	Clinical key
Mc Graw-hill	BMJ Journals
Wiley	Emerald
Clinical key	Gale Reference Complete
Sag	

* Databases are changeable

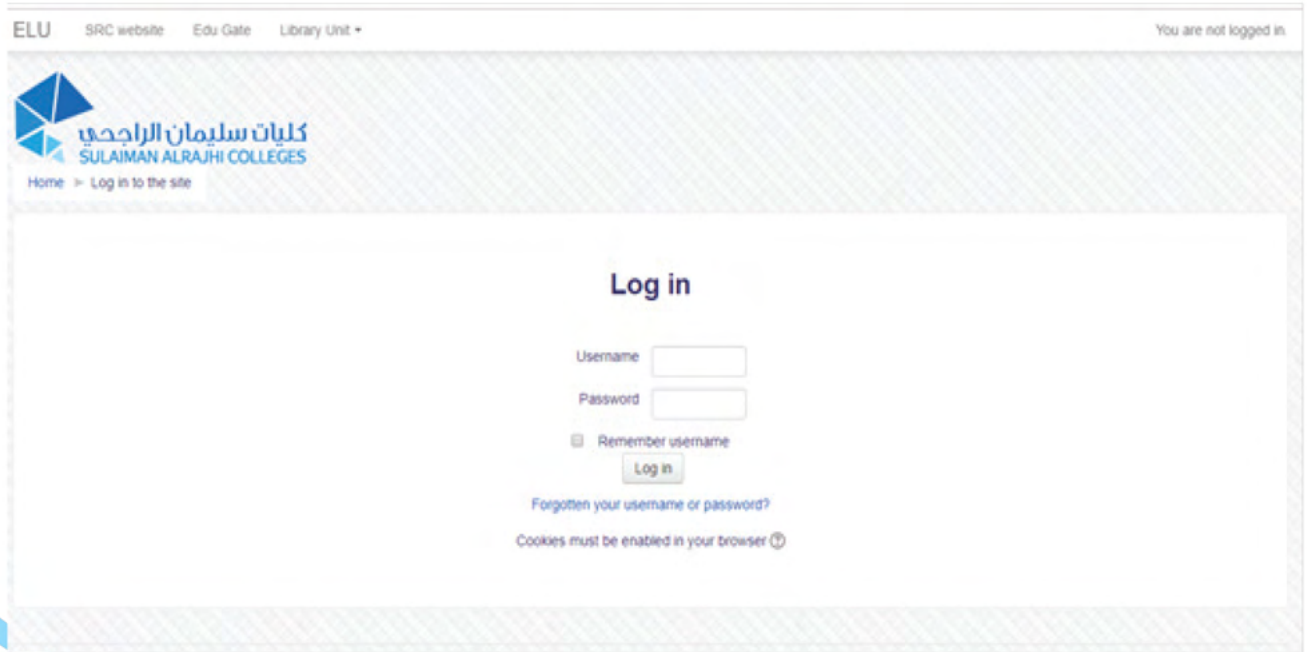
HOW TO USE THE DIGITAL LIBRARY

Steps used to log in to the digital library:

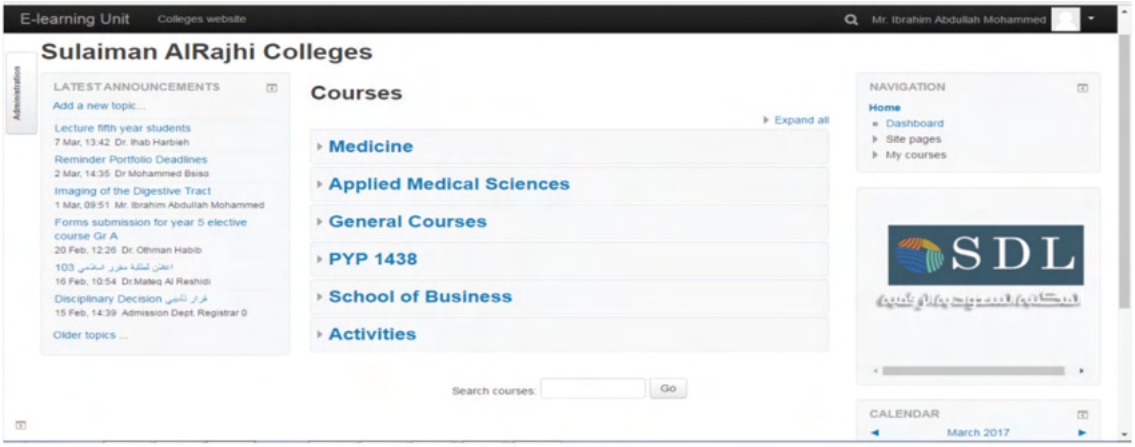
1. Enter to SRU website:
   https://sr.edu.sa/site/



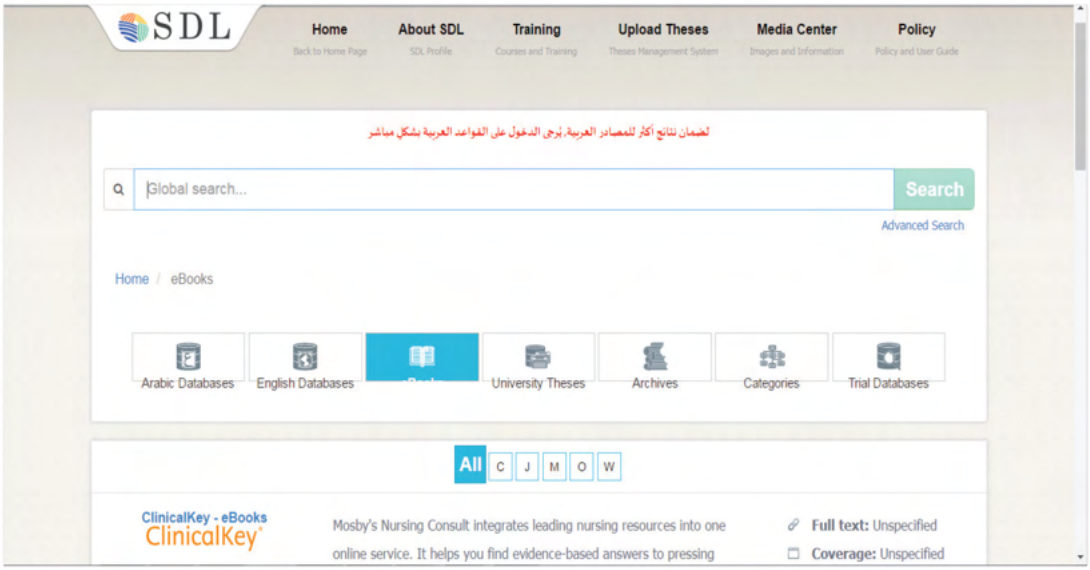
2. Log in to E Learning : To Enter to E Learning you will first need to have account



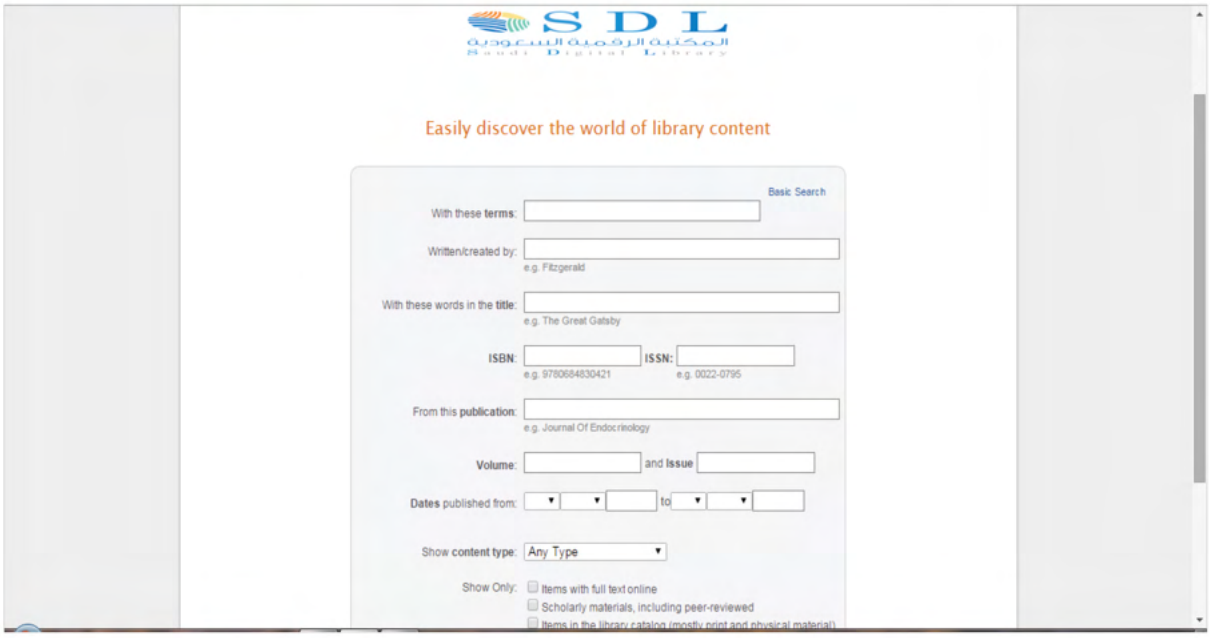
3. Enter to SDL library



4. Use the search engine of the SDL HOME PAGE
   You have two options:
   1. Global search



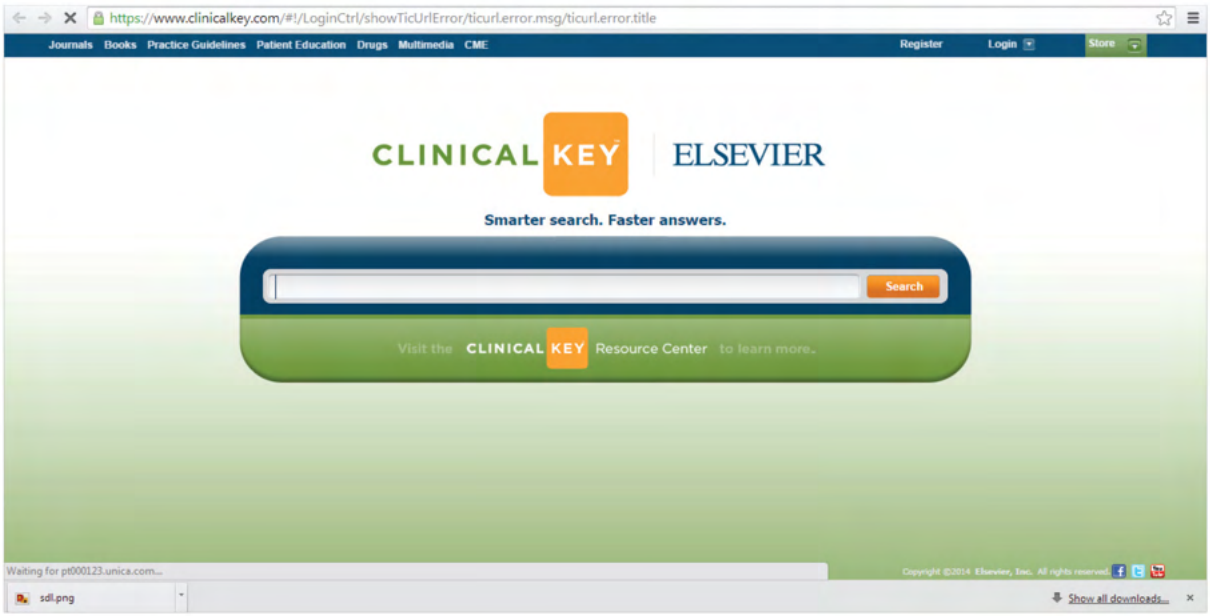
2. Advance search



Some information about E-Journal & E-Book Databases:

1. Clinical Key

Clinical Key is not just a conventional clinical search engine, but a clinical insight engine designed specifically to address physicians'



3 Key search requirements:

1. Comprehensive:
2. Trusted:
3. Speed to answer:

Comprehensive:

ClinicalKey includes various content types, covering more medical and surgical specialties than Access Medicine:

- 900 + Reference books
- 500 + Journals
- 2,800 + Drug Monographs from Gold Standard
- 800 + First Consult Monographs for Point-of-Care
- Guidelines
- 13,000+ Medical & Surgical Videos, including all content from Procedures Consult
- 15,000+ Patient Education Handouts
- Fully Indexed MEDLINE
- More than 5 Million Images
- Clinical Trials from ClinicalTrials.gov database

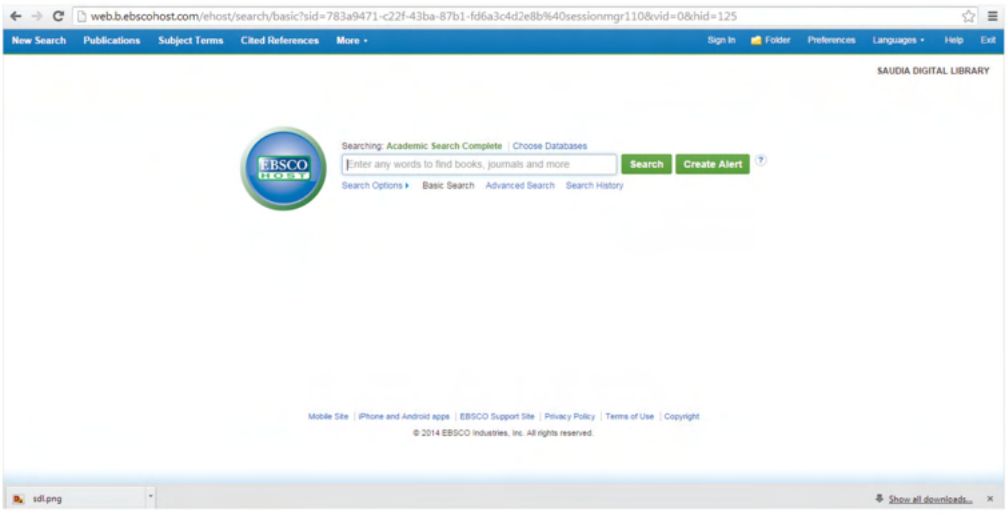
Trusted:

As the leading medical publisher in the world, Elsevier offers world-class, trusted content written by key opinion leaders in all specialties

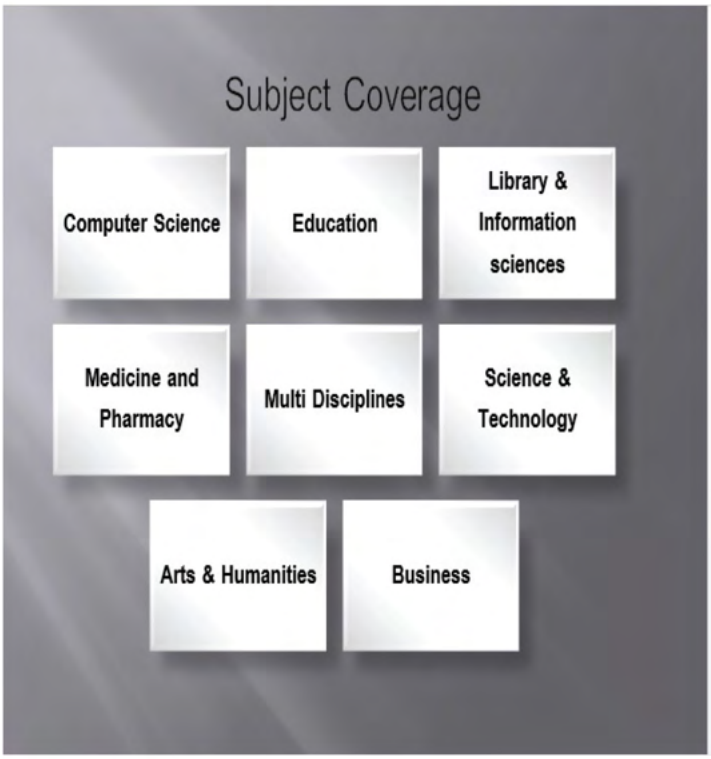
Speed to answer

ClinicalKey is the only clinical tool with Smart Content. This allows physicians to retrieve the most relevant answers faster

2. EBSCO host

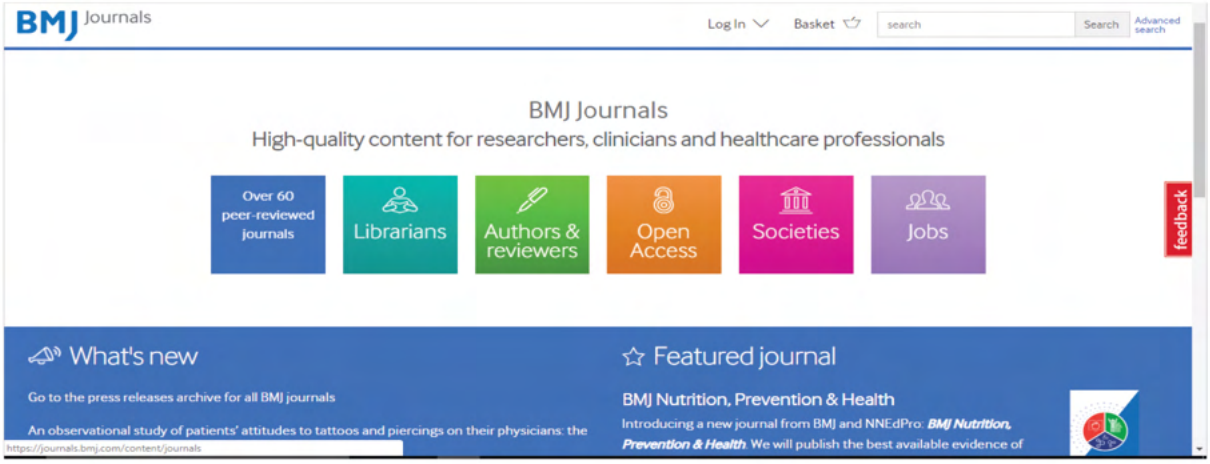


- Established in 1944
- Served the libraries for around 70 years
- By providing more than 375 full-text and secondary research databases
- Covering all subject areas, levels of research
- From Journals, eBooks and Audio Books.
- From that we found EBSCO is that the world's leading information agent

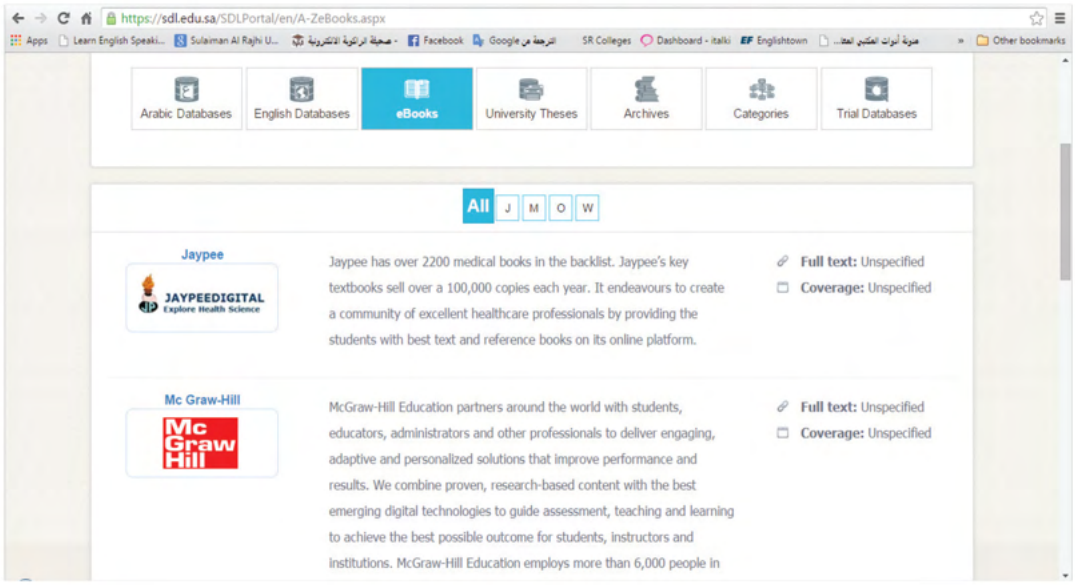


3. BMJ Journals

- BMJ Journals are at the forefront of cutting-edge research, the latest thinking, expert opinion and news. Many are world leaders in their field such as Gut, Thorax, Heart, Emergency Medicine Journal, and many more.
- Our journals cover subjects from ophthalmology to sports medicine and from healthcare management to neurology. Underpinning all our products is the belief that learning should be driven by the needs of healthcare professionals and their patients, with higher quality and safer healthcare as its explicit purpose.



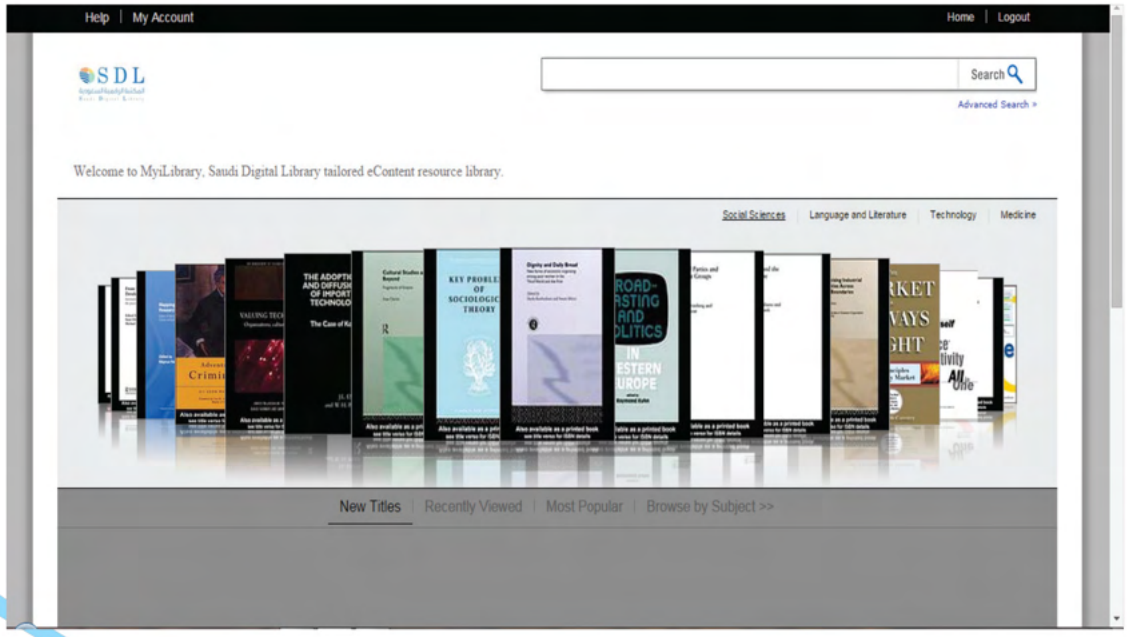
E Books



1. Jaypee

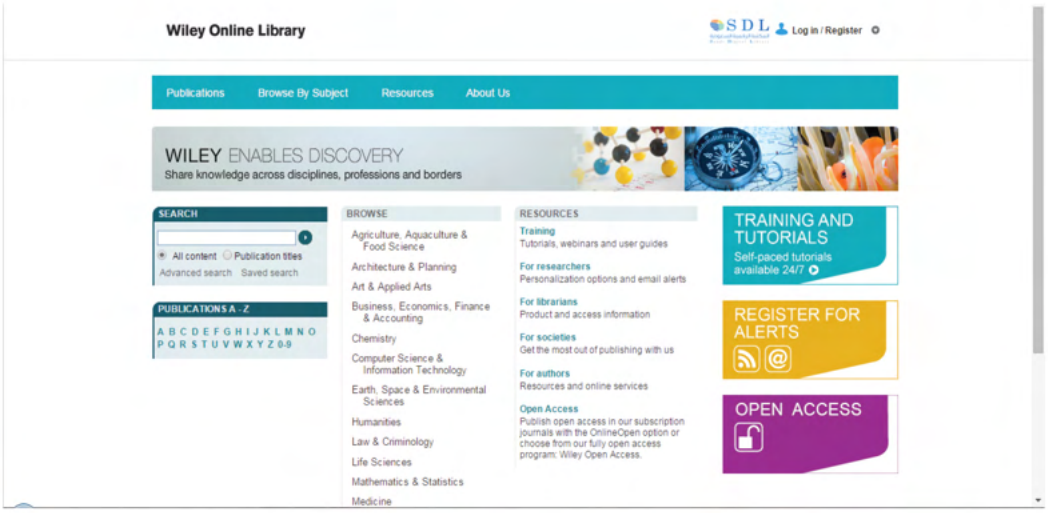
2. Mc Graw-Hill

McGraw-Hill Education partners around the world with students, educators, administrators and other professionals to deliver engaging, adaptive and personalized solutions that improve performance and results. We combine proven, research-based content with the best emerging digital technologies to guide assessment, teaching and learning to achieve the best possible outcome for students, instructors and institutions. McGraw-Hill Education employs more than 6,000 people in 44 countries and publishes in more than 60 languages.



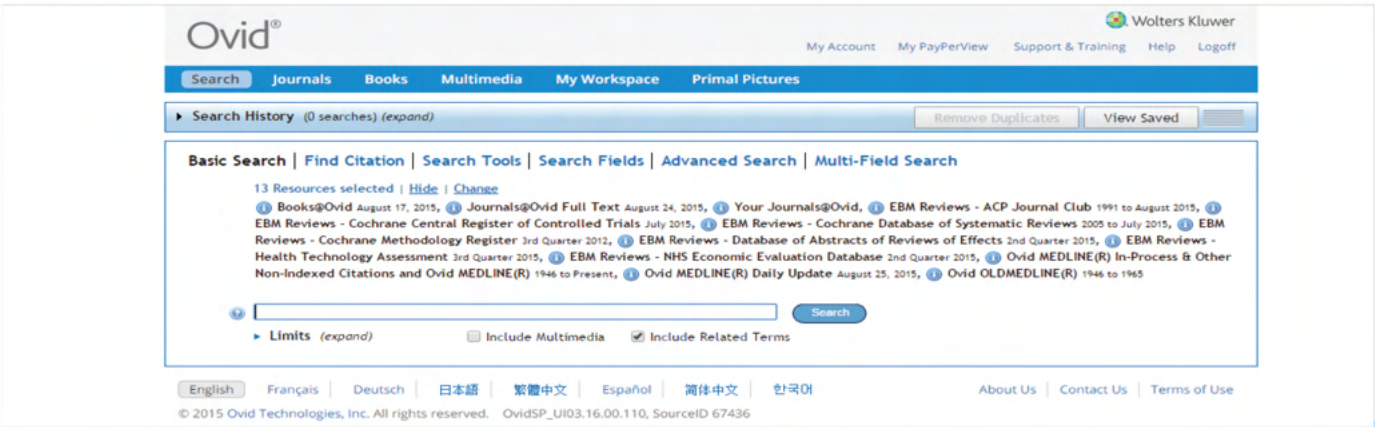
3. Willey

Wiley-Blackwell is the international scientific, technical, medical, and scholarly publishing business of John Wiley & Sons, with strengths in every major academic and professional field and partnerships with many of the world's leading societies. Wiley-Blackwell publishes nearly 1,500 peer-reviewed journals and 1,500+ new books annually in print and online, as well as databases, major reference works and laboratory protocols



4. Ovid Books - Wolters Kluwer

Ovid helps researchers, librarians, clinicians, and other healthcare professionals find important medical information so that they can make critical decisions to improve patient



Note:

The library provide on campus access to the Skills In Medicine (SIM Book)

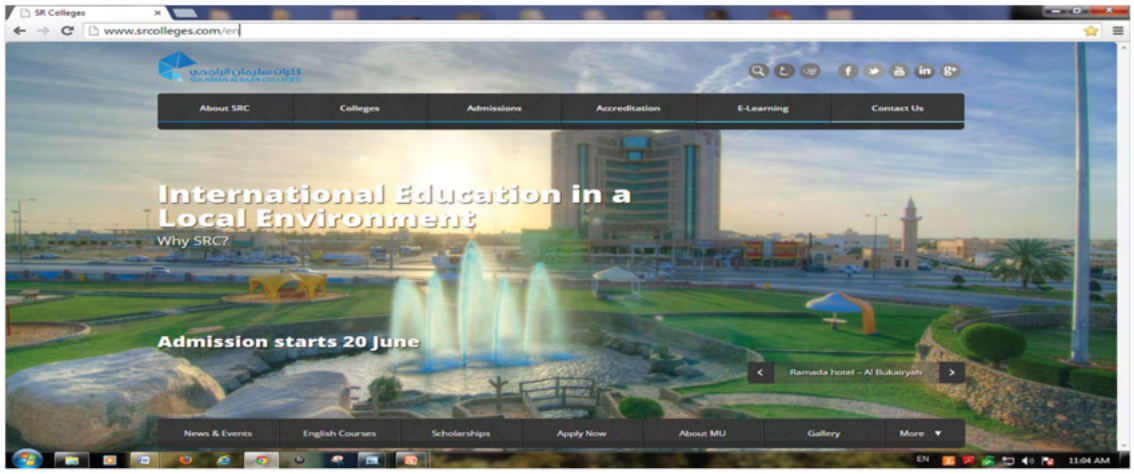
How to access SIM Book:

You can use the link of the Skills In Medicine (SIM Book) is:

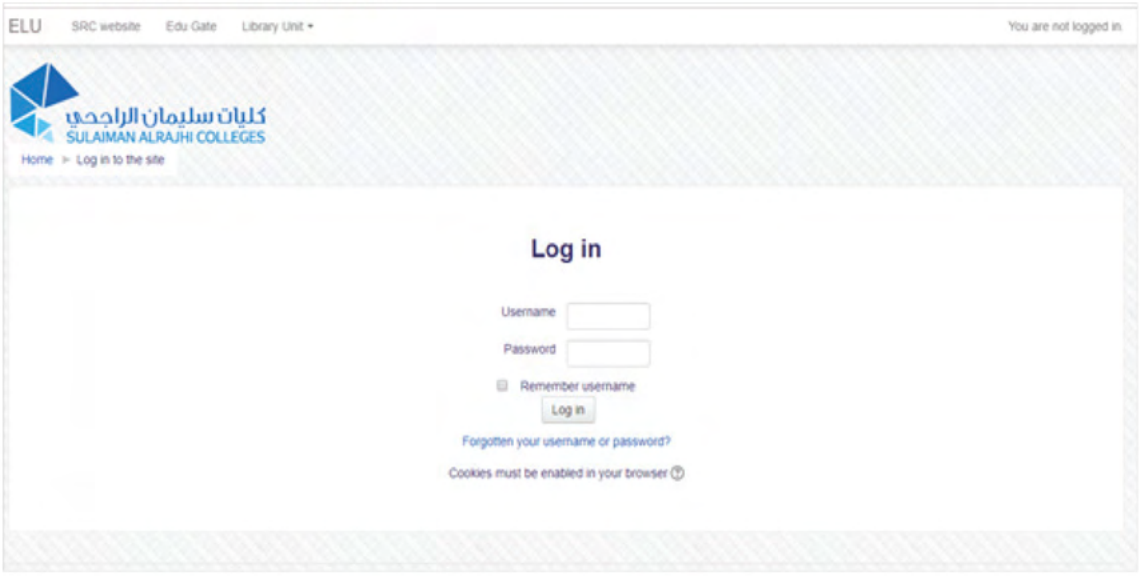
http://src-sa.mediviewprojects.org/sim-src/

A. ENTER TO SRU WEBSITE

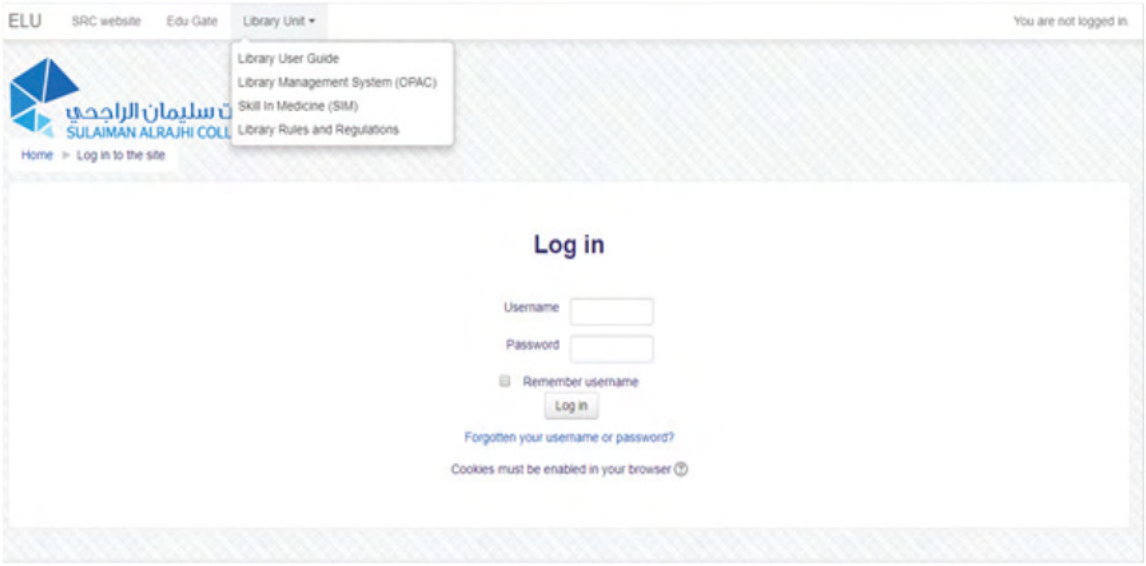
https://sr.edu.sa/site/



B. ENTER TO E -LEARNING



C. ENTER TO SIM local connection.



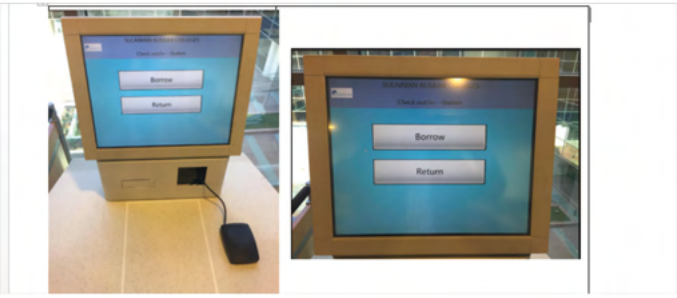
The following are some useful you tube links for How can you do Basic search in Clinical key & EBSCO Data Bases:

- http://www.youtube.com/watch?v=NFLmPcoosU4
- http://www.youtube.com/watch?v=TM17jvS9v38&list=UUEq_U0CFvlK-tRLvrtpPAUtQ
- http://www.youtube.com/watch?v=0eE4-el4wZE&list=UUEq_U0CFvlK-tRLvrtpPAUtQ

Library services:

The library provides different services in response to the needs of users.

- **Borrowing & Return Books**
  - The Library Management System provides the self-service device to borrow books or return them by using magnetic students ID card.
  - Self-Check system is for the patrons to borrow and return the books by themselves.



Following is the procedure

A. A patron will pick the book from shelf
B. He will come to the self-check system
C. Click on the Borrow/ Return
D. Put his patron card on the machine
E. Put the book on the machine
F. Print the receipt

  - Book Drop is available for return book from outside the library

How to return

A. When return the books; please return one book at one time.
B. Press Check In button on the screen, then open the drawer and place the book in to depository. Make sure the door is closed.

- Number of Books Allowed, Loan Periods & Eligible Borrowers:

Category	Books Allowed	Period
Faculty	5	One Month
Students	2	Two Weeks
SRC Staff	2	Two weeks

Books can be extended once provided they are not on demand by others.

- **Computer lab**
  Library has 26 computers for the use of students connect to a photocopying facility
- **Discussion rooms**
  Library also has 2 discussion rooms for students to conduct group learning sessions. There is system of reservation for using these rooms managed by the library
- **Support for Users**
  - Train library users to effectively search the Library catalogue, Internet and other electronic resources
  - Assisting researchers with literature searches using databases, printed resources and the internet.
- **Wireless Internet** available for the students to inter their laptops or smart phone.

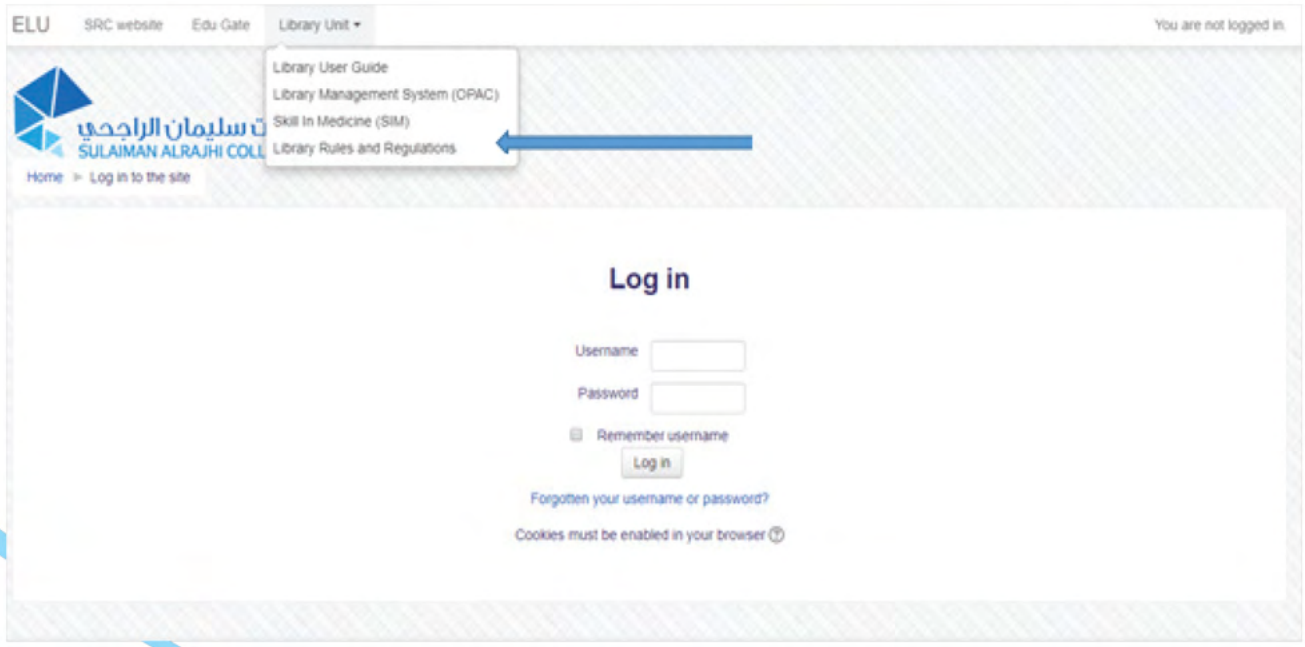
General Rules & Regulations:

Users are expected to observe the following rules while using the library se rvices; any violation of these rules will incur appropriate disciplinary action.

- All Beneficiaries must present their college ID before borrowing any library materials.
- All users must observe total silence in the library and its environs at all times.
- Use of mobile phones is strictly prohibited in the library
- Use of sound equipment's like radios, cell phones etc. is strictly prohibited in the library and its environs

- Good order must be observed in the library at all times for example placing of feet on the furniture, eating and drinking, smoking, sleeping etc. will not be allowed
- No library equipment may be moved, modified or tampered with without permission from the librarian
- All borrowed materials must be returned on or before the due date.
- Students are not allowed to borrow books on behalf of others or transfer borrowed materials to other students
- Students with overdue materials and overdue fines will not be allowed to use the library services
- Anyone caught marking, defacing or mutilating books or any other library material will be expected to pay for the material with the most current edition of the same
- Entering the bags is strictly prohibited in the library (all bags, cases, folders etc. must be left in the luggage area).
- Users are not allowed to leave their baggage overnight in the library. The library shall not take any responsibility for loss of personal property or books already signed out to a user .

Library Hours:

From Sunday to Thursday: 7.30 AM to 4.00 PM.

for more details see the library rule and regulation in E-Learning: