



Kingdom of Saudi Arabia
Ministry of education
Al Jouf University
Deanship of Library Affairs

Library Deanship Guidance

Deanship of Library Affairs

Introduction

The Deanship of Library Affairs was established by a decision of the Ministry of Higher Education in 1428 AH. It seeks to serve the educational and research programs of the university through an integrated system of libraries, which include the Central Library and its branches in the colleges that are distributed in Aljouf region. Deanship is look forward to serve the different elements of the educational system, researchers, students ,faculty members, and all employees of the university, as well as serve the local community.

Vision

AL-Jouf University Libraries look forward to become par with global libraries, Also become integrated center for educational sources, that will help to enrich scientific research by providing sources of the information with various forms, which will serve the educational and research programs of the university, Also to provide the best services for the employees of AL-Jouf university and all members of the local community to reach the high level of performance.

Mission

Provide information sources with high quality, depending on the latest technique systems that used in the global libraries, and work to make the entity of libraries leading in information services, as well as expand the provided services to become more widely both locally and internationally, Also working on to reformat the libraries to become repository of knowledge, that can meet the different needs of beneficiaries, by providing print and digital sources of information, As well work to organize the information resources through indexed and categorized it, to facilitate reach beneficiaries to it as soon as possible.

Objectives

- Provide scientific information sources for educational purposes and research that serve the mission of the university, with different types of the information sources, Also to organize and maintain such of information sources, accordance with specific standards .
- meet the needs of undergraduate students and postgraduate levels, and raise the efficiency of services provided.
- meet the needs of the academic community with employees of the university to achieve the effective use of information, in addition serve the readers and researchers from outside the university especially the local community.
- Assist the users to use the educational source, by providing necessary support and guidance.
- acquisition of reference books and scientific journals and theses and other types of print and audio–visual information.
- prepare the classification and indexing for all the sources.
- Provide access and loan services for faculty members and students.
- Provide information services based on electronic and digital sources to serve the requirements of scientific research.
- exchange of information between different university libraries and other libraries in research centers.
- contribute and participate in exhibitions, conferences, meetings and seminars.
- provide digital imaging "Scanning" for beneficiaries, students and faculty members.
- accumulate the approved theses that relate to faculty members in the university.
- organize training session and workshops for students and faculty member in electronic information resources, also demonstrate how to using reference management system application ((EndNote)) for the beneficiaries.

Departments

1. Processing Department, contains of:
 - Acquisition Division.
 - Indexing and Cataloging Division.
 - Reference Services and Citation Division.
2. Deanship Administrative
3. Quality Department
4. Exchange and Participation in Exhibitions Department.
 - Public relations.
 - Marketing.
5. Technical Department, followed by the following divisions
 - Webpage (Portal).
 - Library Systems.
 - Technical Support.
6. Printing Press Department.
7. Manuscripts Department
8. Female Libraries affairs Department

Branches Libraries

1. Central / Main Library
2. Medical Library - Faculty of Medicine - Sakaka - Al-Jouf.
3. Library for Girls - Sakaka - Al-Jouf
4. Library Faculty of Arts and Sciences - Qurayyat - Al-Jouf
5. Library Community College for Boys Qurayyat - Al-Jouf
6. Library for Girls - Qurayyat - Al-Jouf
7. Library Faculty of Arts and Sciences - Tabarjal - Al-Jouf
8. Library for Girls - Tabarjal - Al-Jouf
9. Library for Girls - Doomah Jandal - Al-Jouf

Library Services:

1. Internal reading.
2. guidance and counseling.
3. Circulation services.
4. Reference services.
5. Text books providing.
6. Internet service.
7. User training services.

Electronic Services in Libraries:

1. electronic catalog of the library service (OPAC).
2. Search e-recourses Service.
3. Access to electronic resources from off-campus services.
4. Digital scanning service.
5. Ordering Information Services.
6. reference management system application (Endnote).
7. Saudi Digital Library Services (SDL).

Self-service in libraries:

1. Self circulation.
2. Digital scanning service.

Male Sections Library staff

S.NO.	Name	Designation / Job Title	Extn.	E-Mail
1.	Fahad Zamel Almana	Administrative Manager	3033	fzalmana@ju.edu.sa
2.	Muzmmel Abbas Alnasri	Chairman Librarians	3037	mamahgoub@ju.edu.sa
3.	Naif Hamoud Al Faheqee	Librarian - Main Library	3035	nayef0550@gmail.com
4.	Saleh Musharaf Alolaiwi	Maintenance Services	3030	smalaliway@ju.edu.sa
5.	Basim Abdulaziz Alderaan	Acquisition Specialist	3031	baderaan@ju.edu.sa
6.	Atta Abdul Mohsen Alkari	Teacher		Atta4996@gmail.com
7.	Sad Ayaa Alruwali	Printing Press Specialist		saad@ju.edu.sa
8.	Jamel AL-Jarallah	Printing Press		jameelalkhaldi@ju.edu.sa
9.	Aquil Ahmed	Medical Information Specialist		aahmed2006@gmail.com
10.	Suleiman Obaidullah Almaree	Librarian - Medicine Library		slimana@ju.edu.sa
11.	Mohammed Iqlaa Almushatee Alenize	Librarian - ALQurayyat Library	6840	mmm_0504414244@hotmail.com
12.	Ameen Ataullah Aljoufi	Circulation Services - Main Library	3032	
13.	Talal Mohammed Alkwikbee	Circulation Services - Main Library	3040	
14.	Suleiman AlShararee	Librarian - Tabarjal Library		sshrary@ju.edu.sa
15.	Bashir Alriwali	Driver	3038	bsalrwili@ju.edu.sa

Female Sections Library staff

S.NO.	Name	Designation / Job Title	Extn.	E-Mail
1.	Asma Abdullah Al-Khalidi	Librarian - Girls Library Sakaka		salkhaleedi@ju.edu.sa
2.	Joza Madhee AlSharari	Librarian - Girls Library Qurayyat		
3.	Khairiya Naif Almansoor	Librarian - Girls Library Doomatul Jandal		
4.	Marwa El-Sayed Saeed	Librarian and Information Specialist		mainfo13@yahoo.com

Central Library working hours:

(Daily from **Sunday** to **Thursday** from 8:00 am 16:00 pm).

Contacts:

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