



CALEDONIAN COLLEGE OF ENGINEERING (A University College)



Welcome to the
Library and Information Centre

Library opening hours

Semester period

Sunday to Thursday - 7.30am to 8.30pm

Examinations period

Sunday to Thursday - 7.30am to 9.00pm

Saturday during final Exams-9:00am to 1:00 pm

Vacation period

Sunday to Thursday – 8.00am to 6.00 pm

Introduction to the Library

Where are the libraries located ?

There are two libraries;

- The main library is in the Al Hail campus ,First Floor M 101. This is generally for the use of Engineers.
- The library for School of Foundation Studies is in the Airport Heights campus ,Ground floor A001.

Why should you come to the library?

- The library is a source of information
- Equipped with place for study in separate areas for individuals and group discussions, computer workstations with PCs and internet connection.
- Our library staff are always willing to assist you-just ask!

How do I find what I need ?

The books are arranged according to the Dewey Decimal Classification Scheme and there are instructions displayed throughout the library to assist you to locate the books.

What do I need to borrow books?

You must have a Student ID card which is also your library card.

How many books can I borrow ?

See the table below ;

Member	No of Books	Loan period
UG Level 1,2,3 FT & PT	3	2 weeks
UG Level 4 FT,PT & SPT	4	2 weeks
PG	4	2 weeks

Note: You can renew/extend your loan period only if the books are not reserved by other student.

Alumni-please ask the library staff for more information

Overdue books

If books are not returned on time then a fine of 50 baisa is charged per book per day.

Can I reserve books ?

Books that have been borrowed by others can be reserved for you and will be kept for 3 days for you to collect.

Library and Information Centre



What else does the library offer ?

The library subscribes to huge electronic resources. Ask the staff to assist you

Ebrary

ProQuest

ASTM

How Librarian can help you to find resources for your project?

Selective Dissemination of Information form (SDI)

Please complete SDI form so that Librarian can provide you the sources requested .

Library Rules and Regulations

Code of conduct

- The library should be maintained as a quiet area. Therefore noisy behavior is not acceptable.
- The library is an area for study and should not be used for rest or leisure purposes.
- Library users must produce their College Identity Card whenever it is asked for by library staff.
- Its not allowed to enter or use library staff offices or equipment's.
- Take library staff permission to use electricity switches.
- Bottled water is permitted in the library. No other food or drink is permitted.
- Mobile phones should be switched to silent mode or off. Making and receiving calls is not permitted.
- All personal belongings such as bags, files etc should be kept on the racks provided
- Library staff are authorized to check any items in the possession of users.
- Books and other items used should be left on the study tables at the end of the day.
- Users should not damage library materials by writing on them or removing pages.
- The cost of any such damage to materials will be recovered from the user.
- Failure to return borrowed material will result in payment of fines.
- Non-adherence to any of the rules or any other malpractice by any member will involve withdrawal of library facilities.



Arrangement of books:

The books have been arranged in the library according to the Dewey Decimal Classification (DDC) system. The purpose of this classification is to arrange books systematically and locate them easily on the shelves. Each book is assigned a Call Number. The first part of the call number is classification number (Class Number) and the second part is first three letters of the author's name (Book Number).

For example: 624.17 COA (624.17 is Class Number and COA is first three letter of author's name)

Subject	Class Number (Dewey Decimal Classification)
Computer Engineering	004 to 006.7
Electronic and Communication Engineering	621.3 to 621.388
Mechanical Engineering	620, 621 & 670
Built & Natural Environment	624 to 628 & 690
Management	658
Educational and Professional Development	150, 370 & 658
Instrumentation and Control Engineering	629.8/681
Process operation and Maintenance	660 to 665
Chemistry	540
Physics	530
Mathematics	510 to 519.4
English	420/820