



AMERICAN  
UNIVERSITY  
OF BEIRUT

University  
Libraries

# SCIENCE & AGRICULTURE LIBRARY POLICIES AND PROCEDURES

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## SCOPE

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This document applies to all students, faculty members, researchers, staff, and visitors using the Science & Agriculture Library. It governs the development and management of collections, reference and instructional services, circulation, course reserve services, weeding, photocopying, printing, and scanning services, and reporting practices within the Science & Agriculture Library.

The policy excludes services and functions that are the responsibility of other University Libraries departments, except where coordination with the Science & Agriculture Library is required.

## POLICY STATEMENT

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The Science & Agriculture Library, a branch of the University Libraries, is committed to provide current, high-quality collections and user-focused services that support teaching, learning, and research in .

The library shall:

- A. Provide research services and library instruction to science and agriculture students, faculty, and researchers.
- B. Select, organize, evaluate, promote, and maintain library collections in all formats that support the curricula and research interests of thexxx.
- C. Facilitate access to library resources and information services through circulation, reference, course reserve, reading areas, book stacks, and computer laboratory facilities.
- D. Support the effective use of information resources through instructional programs and research consultations.
- E. Maintain collections through regular evaluation and coordinated weeding activities.
- F. Operate in accordance with the policies and procedures established by the University Libraries.

## PROCEDURES

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### 1. Collection Development

Book selection is primarily undertaken by the XXX. Orders are submitted to the Acquisitions Department through the designated online request system.

- a. Electronic resources are preferred whenever available.
- b. Print materials are acquired when no electronic version exists or when a print format is justified.
- c. The librarian selects reference works and peer-reviewed materials to strengthen and update the collection.

## **2. Periodicals and Electronic Resources**

Periodicals and electronic journals, databases, and continuing resources supporting Engineering and Architecture programs are acquired, processed, and cataloged by the Acquisitions Department.

## **3. Cataloging and Metadata Services**

Cataloging and metadata services for all Engineering and Architecture Library materials are performed by the Cataloging and Metadata Services Department.

- a. The Engineering and Architecture Librarian may recommend reclassification of materials when appropriate.
- b. The Engineering and Architecture Librarian may request re-cataloging to ensure accurate access and discovery.

## **4. Reference and Research Support Services**

Reference and instructional services support the information and research needs of the Engineering and Architecture community.

- a. Librarians assist users in locating and evaluating information resources.
- b. Guidance is provided on the effective use of the library catalog, databases, and research tools.
- c. Services are offered in person, by telephone, and by email.

## **5. Workshops, Instruction, and Research Guides**

The Engineering and Architecture Librarian provides library instruction, workshops, and seminars for undergraduate and graduate students, and develops online LibGuides and other learning resources to support course and research needs.

## **6. Circulation and Access Services**

Circulation and access of Engineering and Architecture Library materials are carried out in accordance with the University Libraries' [circulation policies](#).

## **7. Course Reserves**

Items are placed on reserve at the request of faculty members, in accordance with the Access Services Department's [Course Reserve Policy](#).

## **8. Weeding**

The collection shall be reviewed periodically to ensure its relevance and quality.

- a. Outdated materials may be withdrawn.
- b. Superseded editions may be removed when appropriate.

- c. Duplicate copies may be withdrawn based on collection needs.
- d. Weeding activities shall be coordinated with the Acquisitions and Cataloging and Metadata Services Departments.
- e. Final approval shall be obtained from the Director of the University Libraries and, when necessary, faculty consultation shall take place.

## **9. Photocopying, Printing, and Scanning**

Photocopying, printing, and scanning services are offered on a self-service basis. The functions are provided through networked photocopiers and require the purchase of printing credits online. Users are responsible for complying with copyright and acceptable-use requirements.

## **10. Reports**

The Engineering and Architecture Library shall prepare and submit interim and annual reports covering library activities, services, collections, and operations to the Director of the University Libraries.