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Libraries

SCIENCE & AGRICULTURE LIBRARY POLICIES AND PROCEDURES

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TABLE OF CONTENTS

Scope.....	3
Policy Statement.....	3
Procedures.....	3
1. Collection Development.....	3
2. Periodicals and Electronic Resources	4
3. Cataloging and Metadata Services	4
4. Reference and Research Support Services.....	4
5. Workshops, Instruction, and Research Guides.....	4
6. Circulation and Access Services.....	4
7. Course Reserves	4
8. Weeding.....	4
9. Photocopying, Printing, and Scanning	5
10. Reports	5

SCOPE

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

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 Science and Agriculture.

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 Science and Faculty of Agricultural and Food Sciences (FAFS) Departments.
- 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

1. Collection Development

Book selection is primarily undertaken by the FAFS and the Science departments. 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 Science and Agriculture programs are acquired, processed, and cataloged by the Acquisitions Department.

3. Cataloging and Metadata Services

Cataloging and metadata services for all Science & Agriculture Library materials are performed by the Cataloging and Metadata Services Department.

- a. The Science & Agriculture librarian may recommend reclassification of materials when appropriate.
- b. The Science & Agriculture 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 science and agriculture 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 Science & Agriculture 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 Science & Agriculture 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 Science & Agriculture Library shall prepare and submit interim and annual reports covering library activities, services, collections, and operations to the Director of the University Libraries.