



جامعة الأمير محمد بن فهد
PRINCE MOHAMMAD BIN FAHD UNIVERSITY

LEARNING RESOURCE CENTER
AND LIBRARY

POLICIES AND PROCEDURES
MANUAL 2013

TABLE OF CONTENTS

LEARNING RESOURCE CENTER and LIBRARY POLICIES

Introduction-----	3
1. Access Policy-----	4
2. Cataloging Policy-----	6
3. Circulation Policy and Reserve Policy-----	8
4. Collection Development Policy-----	12
5. Computer and Internet Use Policy-----	16
6. Evening Policy-----	17
7. Gift & Exchange Policy-----	18
8. Information Literacy and Instruction Policy-----	20
9. Inter-Library Loan/Document Supply Policy-----	22
10. Library Publications Policy -----	25
11. LRC / Library Building Use Policy -----	27
12. PMU Library Social Media Policy ¹ -----	33
13. PMU Publication Repository Policy-----	36
14. Reference Policy-----	37
15. Safety and Security Policy-----	39
16. Special Collections Policy-----	42
17. Student Assistants Policy-----	43
18. Weeding Policy-----	45
19. Learning Enrichment Services Policy-----	48
20. Academic Advising Policy-----	53

INTRODUCTION

This document contains the following Prince Mohammad Bin Fahd University (PMU) Policies regarding the major functions of the LRC-Library, for approval by the PMU Administration. The policies in this document serve as guidelines to ensure that the Library is in compliance with International Library Standards. The foundation of these policies is the TIEC (**Texas International Education Consortium**) document, *PMU Learning Resources Center Design – Appendix G, General Academic Library Policies*, published on February 15, 2005. Please note that Academic Advising Services is no longer a part of the Learning Resource Center and has been moved to the individual academic departments. These policies have been adapted and elaborated upon by the LRC - Library staff to reflect best practices. The LRC - Library will update these policies on a continual basis, as and when required.

ACCESS POLICY

Purpose of the Policy

The Access Policy describes the hours of operation for the Main Library and the Female Library, and provides policy statements which govern access and use of the Library's facilities and resources.

Policy Statement:

The Library will keep regular operating hours, including evening hours, to provide the PMU community with consistent access to library resources and services. Regular operating hours, including evening hours, may be suddenly disrupted due to emergency weather conditions or other unforeseen circumstances. (i.e. power outages, disruption of water supply, lack of staff, etc.) Emergency changes to regular operating hours will be left to the discretion of the Library Director.

Evening hours will be maintained during an academic semester whenever possible, given the availability of Library staff and the limitations of PMU Transportation.

The PMU community—students, faculty and staff—will always receive priority access to the Library, although visitors are welcome.

Regular Semester Hours:

PMU Main Library : 8 AM - 10 PM (Sunday – Wednesday)

: 8 AM – 6 PM (Thursday)

PMU Female Library: 8 AM - 6 PM (Sunday – Wednesday)

8 AM - 4 PM (Thursday)

Inter-Semester Hours:

Both Libraries: 8 AM - 4 PM (Sunday – Thursday)

Summer Semester Hours:

Both Libraries: 8 AM - 4 PM (Sunday – Thursday)

The following policy statements govern access and use of the Library's facilities and resources.

- Visitor Access:** Visitors are granted access provided they show a picture ID and register at the Reference Desk. All children under the age of 13 must be accompanied by a parent at all times.
- Computer Usage:** Computers in the Library are for use by PMU students, faculty, and staff. Visitors may use the computers for limited periods of time as long as no PMU students, faculty, or staff need to use them.
- Events:** Requests for events to be held within the Library should be directed to the LRC-Library Director's office.
- Personal Items:** The Library is not responsible for lost or stolen property. The Library should not be used to store personal belongings.
- Lost and Found:** The Library will keep lost and found items for one week before turning them over to the appropriate authority per PMU Policy.
- Photography:** Individuals who wish to film or photograph within the Library must obtain permission from the LRC-Library Director's office.
- Solicitation:** Display of posters, distribution of literature, or solicitation are prohibited except in designated areas and with permission of the LRC - Library Director.
- Eating/Drinking:** Eating and drinking is prohibited in the Library except in the designated staff areas.
- Smoking:** The Library is a non-smoking environment.

CATALOGING POLICY

A. Purpose of the Policy

The PMU Library online catalog provides description and access points for the discovery of works held by the Library and facilitates academic and general interest research.

The Cataloging Policy describes the standards and level of cataloging applied in the Library, and defines the basic principles and priorities of the Library's cataloging activities. A policy statement is also provided for exclusions—those items which will not be cataloged.

B. Policy Statement:

The collections of the Library will be cataloged using international standards, specifically Anglo-American Cataloging Rules (AACR2) and Library of Congress Subject Headings (LCSH). All works being added to the PMU collection will be cataloged, with the exception of those materials listed in "Exclusions".

C. Cataloging Standards:

Purchased and donated materials in all formats will be cataloged using Anglo-American Cataloging Rules (**AACR2**), MARC 21 Format for Bibliographic Data, Library of Congress Subject Headings (LCSH) and Library of Congress Classification (LCC). The Library of Congress Name/Subject Authority File will be used to control names, subject headings, and uniform titles in the PMU Library catalog

Basic Principles:

1. This policy applies to works in all formats which include books, periodicals, e-books, electronic journals, multi-media material, and maps.
2. Anglo-American cataloging standards will be followed for bibliographic, authority, and holding records.
3. All works purchased by PMU will be cataloged or otherwise described and made available to all Library users.

Priorities:

The Library will catalog materials according the following priority;

1. Purchased and leased materials.
2. Gifts and donations currently not in demand by Library users.
3. Foreign language material that cannot be proficiently translated by anyone on the Library staff.

Rush:

The Library will perform “rush” cataloging for materials that are urgently needed. Patrons requesting rush cataloging will receive their material for check-out within 48 hours.

Exclusions:

Material in the following categories will **NOT** be cataloged as a regular part of cataloging activities: Works not owned, or for which access is not owned, pre-prints, off-prints, journal articles, single issues of serials, unpublished student papers or portfolios, ephemeral materials, and defective or damaged material such that the work is incomplete, unreadable or physically unusable.

CIRCULATION POLICY

A. Purpose of the Policy

Students, faculty and staff are permitted to borrow materials from the PMU Library for research, study, and personal enrichment.

The Circulation Policy describes policies for the circulation of library materials, patron types, holds, fees, payment, and refunds. The Library's Reserve policy is also described.

B. Policy Statement:

Circulating materials are available to Library users according to established policies and procedures to allow access to resources, while maintaining the control necessary to ensure that resources will be available to all users.

Circulation of Materials: All materials are brought to the Circulation/Reference desk or to the self-check stations for checkout (or renewal). Materials circulate for a loan period corresponding to the user's status and check-out privileges.

Borrower Identification: Materials can only be checked out with a current PMU identification card.

Patron Types: The Library has established four Patron types. Each patron has specific privileges defined below:

Patron Type	Loan Period	Maximum Number of Items	Renewals
Student	One month	5	3
Graduate Student	One month	7	3
Faculty	Four months	7	0
Staff	One month	5	3

Holds: Users may ask a Librarian to place a HOLD on any items currently checked out. Holds cannot be placed for items listed as RESERVE, Lost, Missing or On Order. Users are notified when the material becomes available. Items waiting for pickup will be held at the Circulation desk for two days.

Fines: Library users are responsible for all materials checked out in his/her name.

Library users are asked to return borrowed materials at the end of the borrowing period.

Library borrowing privileges will be suspended for users with outstanding fees or who have not returned materials requested by other patrons when the borrowing period has expired.

Fines will be assessed as follows:

1. The daily overdue fee is 1 SAR per item.
2. An item is considered LOST 30 days after the due date.
3. The cost of the lost book will be determined by the library from the publisher's catalog current price list.
4. Unreturned and LOST materials will be charged a replacement cost (the cost of a new copy of the item) and a 100SR processing fee.

Payment: Fines will be paid at the Budget and Accounting Department's Cashier Office.

Clearance: Faculty, staff and students' records must be cleared with the Library before final departure from the University.

Refunds: The Library does not issue refunds for overdue and LOST materials.

RESERVE POLICY

Placing Materials on Reserve:

Placing items on Reserve allows the faculty member to limit the check-out length of selected materials in order to make them readily available to all students in a specific course. Materials will be placed on reserve for student use upon receiving a Reserve Request form from a member of the PMU faculty. The Library will provide printed or electronic request forms to faculty. Faculty may obtain printed requests forms from the Library or from their respective Dean or Department Chair. Electronic reserve requests will be provided on the Library's web site.

Reserve Material: The following type of material can be placed on Reserve:

- Reference books
- Books in the circulating collection
- A specified issue of a periodical title
- A specified issue of a newspaper title
- Photocopied periodical article(s) provided by the faculty member placing the Reserve request
- Materials owned by the faculty member

Exclusions: The following type of material will not be placed on Reserve

- Vertical file material
- Repository material
- Rare and/or brittle material owned by the Library
- Personal materials owned by faculty that appear to be in violation of applicable copyright law

Removing Items: Items are removed from Reserve at the request of the Faculty member or at the end of a Semester. At the end of the scheduled Reserve time, the Faculty member may pick up the materials at the Circulation desk.

Check out Periods: Items may be placed on reserve for the following check out periods:

- Book/Article-- 2 hours (In-House Library Use)
- Reference Material-- 4 hours (In-House Library Use)
- Faculty Owned Material – 2-4 hours (In-House Library Use)

Miscellaneous:

The Library may place any work in the collection on Reserve without prior notice if there is a sustained period of high demand such that access is being denied to other users.

The Library will make every effort to provide secure, fair and equitable access to all materials placed on Reserve. However, the Library is not responsible for lost, damaged or stolen material that is the personal property of a faculty member utilizing the Reserve service.

COLLECTION DEVELOPMENT POLICY

A. Purpose of the Policy

The Library selects and acquires print, periodical and electronic resources that will serve the teaching and research needs of the Prince Mohammad Bin Fahd University. The Collection Development Policy describes the selection process by which new materials will be added to the collection. A collection development policy is also provided for periodicals. Policy statements are given for gifts and deselection or weeding materials from the PMU Library collection.

B. Policy Statement:

The Library will build and maintain a collection of print, online, serial, electronic and media resources to serve current, future teaching and research needs of Prince Mohammad Bin Fahd University. The Collection Development policy encompasses the acquisition of library materials in all formats. The collection development guidelines address collection building, deselection or the weeding and withdrawal of library materials, and donations and gifts.

Librarians will work in partnership with faculty in the selection of library materials. All faculty are strongly urged to participate in the materials selection process. In addition, students and staff are permitted to make selections that enhance the Library collection and address the research needs of the University curriculum.

CORE COLLECTION DEVELOPMENT POLICY

Selection Criteria: Criteria taken into consideration when selecting materials include:

- Relevance to the PMU curriculum

- Relationship to current holdings and strength of materials in designated subject areas
- Scope, content, authoritativeness and currency of the work
- Research value to students, faculty and staff
- Anticipated level of usage by PMU community and the Library interlibrary loan service
- Price of materials

Acquisition:

To build a Core Collection, the Library will generally purchase two copies of each title: one for the Main Library and one for the Female Library. One copy will be purchased for subject disciplines that are *exclusive* to the academic programs of male or female students. Once a solid core collection is established, the Library will purchase one copy of each title. The Library will purchase multiple copies of certain titles for which there is a strong demand or a valid request from the Faculty and/or Administration.

Deselection:

Deselection or weeding is the ongoing evaluation of the Library collection with the goal of removing those items which are no longer useful to the collection or have been superseded by other materials. The decision to deselect or weed materials is based on the following criteria:

- Obsolescence
- Superseded editions
- Availability of materials in more cost effective formats
- Lack of relevance to the PMU curriculum
- Prohibitive costs of continued subscriptions -
- Infrequency of use
- Space constraints

Gifts:

Gifts are accepted with the understanding that there are no conditions attached to their disposition. The evaluation of gift materials shall be consistent with the criteria applied to the Collection Development policy. Potential donors will be presented with a copy of the Library's official *Gift Policy*. The Library will not make personal appraisals of gifts and donated

materials. The LRC-Library Director will send an acknowledgement to the donor thanking him/her for their gift or donation to the Library. *(Please see Gift & Exchange Policy)*

General Binding Policy: The Library will occasionally bind materials for the Library's permanent collection. Materials that are determined by the LRC-Library Director to be of value to the permanent collection will be sent to a commercial binder or conservator. The Library will not bind personal copies of books for faculty, staff or students.

PERIODICALS COLLECTION DEVELOPMENT POLICY

Selection Criteria: The following criteria are considered when adding new titles to the Periodical Collection. A title must meet several of the criteria, but not all.

1. Recommendations for new periodicals will be considered from faculty and staff. Those who request new periodical titles should seek approval from their Dean or Dept. Chairman before submitting their recommendations to the Library.
2. A critique of the Periodical title must be available from an authoritative source.
3. The Periodical title should support the curriculum
4. There should be coverage of the periodical title by indexing and abstracting services
5. Availability of the periodical title in current online database subscriptions. The Library will not acquire print subscriptions for a title that is subscribed to online and exists in full text.

Deselection: The decision to deselect or weed materials is based on the following criteria:

1. Print periodicals which exist in an online format will be discarded. Depending on the content and scope of the periodical title, only the previous 1 or 2 years will be retained.
2. The Library may at times seek a suitable recipient for materials that have been weeded from the collection.

Newspapers will not be retained as a permanent part of the Library's Collection. In general, newspapers will be discarded after three months. Special issues or specific articles will be retained permanently for the Library vertical file and/or University repository. ***(Please see Weeding Policy)***

COMPUTER AND INTERNET USE POLICY

A. Purpose of the Policy

The Computer and Internet Use Policy provide guidelines for the appropriate use of the PMU Library's electronic equipment and resources.

B. Policy Statement:

The PMU Library provides computer and internet access in support of research, training and education. While the Library promotes academic freedom and the freedom of expression and creativity, users are expected to maintain the highest level of ethical behavior and avoid activities which are inconsistent with the mission and policies of the University.

The following uses of Library-provided computers and Internet access are not permitted:

- Violating laws regarding copyright, privacy, libel, software licensing agreements.
- Knowingly endangering the security of any PMU computer or network.
- Gaining unauthorized access to remote computers, prohibited resources, or another individual's password, information or files.
- Modifying or reconfiguring the software, hardware or peripherals of any PMU computer or network without proper authorization.

EVENING POLICY

A. Purpose of the Policy

The Main Library maintains extended hours to provide PMU's evening-students with access to the Library's resources and services.

The Evening policy describes the Library's evening hours of operation and the duties of the evening librarian, and describes the closing policy for the PMU Library.

B. Policy Statement(s):

The Main Library's evening hours of operations are: **4 PM – 10 PM (Sunday to Wednesday) 4 PM – 6 PM (Thursday).**

The Female Library's evening hours of operations are: **4 PM – 6 PM (Sunday to Wednesday)**

The librarian on duty will supervise the Main Library during this time, providing reference and information literacy instruction to the PMU community. However, the Library's reduced level of staffing during the evening may constrain some of the Library's services.

Closing the Library: The evening librarian will ensure that all users have left the building, and will turn-off the Library's lights. The Security Department is responsible for locking the Library after it is closed and ensuring that nobody is inside the LRC-Library building.

GIFT AND EXCHANGE POLICY

A. Purpose of the Policy

The purpose of the policy is to convey the Library's selection criteria for donated materials as possible additions to the PMU Library collection and to articulate Library policy concerning the exchange of PMU official publications with other libraries and institutions.

B. Policy Statement:

Materials coming through gift and exchange will include all forms of print and non-print materials. Gifts will be encouraged with the understanding that the library reserves the right to accept, reject or dispose of any gift at its discretion. Gifts and exchanges will be evaluated for possible addition to the library collections according to the guidelines for selection outlined in this policy.

The Library will accept gift materials on the following conditions:

- The gift item is in good physical condition and has not been exposed to mold, mildew or any other harmful materials.
- The Library is under no obligation to add the gift to the collection. Once the gift has been donated to the library, it becomes the property of the Library. Based on the needs of the, University we cannot promise that it will be added to the library collection.
- The Library is under no obligation to return a gift to the donor if the gift is not added to the library collection.

- If the Library decides to add the gift to the collection, we are not under any specific timeline to have books catalogued and on the shelves.
- If the donated materials need to be shipped, the donor is fully responsible for the funding and transportation to PMU LRC/Library.
- The PMU LRC/Library cannot accept the following:
 - Textbooks
 - Magazines
 - Materials that do not contribute to the overall mission of the University
 - Non-commercially produced videotapes
 - Unauthorized audio recordings.

Acknowledgement of the gift will be provided to the donor via a letter from the LRC/Library Director. A bookplate with the donor's name will be placed on the donated materials.

C. Exchanges:

The PMU Libraries exchange program operates on a barter system by trading PMU official publications for the publications of other universities and institutions within the Kingdom. This is an excellent method of acquiring publications for free to enhance PMU Library collections.

Throughout the academic year, PMU publications will be collected and stored in the Technical Services room. Twice a year, the LRC-Library Director will email a list of publications being offered by PMU Library throughout the Kingdom. The Library will pack and ship the materials to those institutions wishing to exchange publications with PMU. The costs for the packing and shipping of PMU publications will come from the Library postage and shipping budget. PMU Libraries **will not pay** for the shipping of publications being sent to PMU **by other libraries and institutions**.

All correspondence concerning PMU publication exchanges will be made under the authority of the Director of the LRC & Libraries.

INFORMATION LITERACY AND INSTRUCTION POLICY

A. Purpose of the Policy

Students are provided Information Literacy instruction by the PMU Library to strengthen their ability to find, evaluate, and use information.

The policy describes the objectives of Information Literacy Instruction and provides basic pedagogical principles. Guidelines are established for the provision of this service.

The Information Literacy program will also publish subject guides which present the Library's resources and materials on specific and interdisciplinary subjects.

B. Policy Statement(s):

Information Literacy is defined by the American Library Association as being the set of abilities which will allow an individual to, “—recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information.”¹

The Library provides Information Literacy instruction at a classroom level and also on an individual basis. Librarians will provide a “foundational” level of instruction to every PMU student in the form of a basic orientation to the Library's resources and services.

The PMU Library will coordinate with faculty to provide “curriculum-tailored” instruction that supports research assignments.

Basic Principles:

1. Library instruction will always be learner-centered, and will focus on the student's use of Library resources.

¹ *Information Literacy Competency Standards for Higher Education*. American Library Association. 2006

2. Library instruction will address the specific needs of an assignment.
3. Students will be encouraged to ask questions and will be offered follow-up individualized instruction.

Schedule: Faculty are required to schedule class visits to the Library at least one week in advance.

Faculty are encouraged to meet with a Librarian prior to the class visit to discuss research topics and to inform the librarian if emphasis should be given to a particular mode of instruction.

Individual Instruction: The Librarian will provide individual Information Literacy instruction to students, staff and faculty as the opportunity presents.

Subject Guides: The Librarian presents the Library's resources and materials in specific or interdisciplinary subject areas.

INTER-LIBRARY LOAN/DOCUMENT SUPPLY POLICY

A. Purpose of the Policy

Inter-Library Loan (ILL) is a process through which Libraries and other institutions share resources according to pre-established agreements. Establishing Inter-Library Loan (ILL) agreements with other academic libraries and commercial vendors within the Kingdom of Saudi Arabia and abroad will help the PMU LRC-Library to meet the information needs of the PMU community.

The PMU LRC-Library cooperates with several national and international libraries to supply requested inter-library loan materials. In addition, the PMU Library currently has a depository account with the British Document Supply Centre and can provide access to articles through service.

B. Policy Statement:

The policy establishes guidelines for the use and provision of the Universities and Agencies service and will act as a template for additional Inter-Library Loan programs which may be added in the future.

Who may request:

Any PMU faculty, staff, post graduate and currently enrolled student in good standing are eligible to request materials through the inter-library loan service.

Borrowing Limitations:

The number of ILL requests allowed per user category per Academic Year is as follows:

User	Maximum # of Requests/ Academic Year
Faculty	30
Graduate Student	25
Student	10
Staff	5

What can be requested?

- Books, reports, conference proceedings.
- Photocopies of specific journal articles, reports and conference proceeding, etc.

Generally, lending libraries will not supply:

- Entire issue or volume of a journal
- Reference books
- Rare books
- Theses and dissertations

Materials which cannot be requested:

- Materials owned by the PMU Library
- Materials owned by the PMU Library that are checked-out

Initiating an ILL Request:

- It is mandatory for patrons to carefully check the PMU Library Online Catalog (<http://lrc.pmu.edu.sa/onlinelibrary.asp>) for availability of the item before submitting the request. In case of doubt they may contact the Reference for assistance.
- Users are required to submit their request(s) on the prescribed ILL form available online at the PMU Library Website (<http://lrc.pmu.edu.sa/ill>)
- The patron should provide the necessary details about the requested item. Missing or incorrect information may cause unnecessary delays in fulfilling the request.

In some cases, the lending library or institution may levy a “searching charge” for incomplete or incorrect information.

Copyright:

Copyright law and ILL codes govern the copying and use of certain materials. Copyright provisions may affect the number of articles that can be borrowed from a journal title. ILL materials may not be used for any purpose other than “private study” and research. Photocopying or reproducing for purposes other than *private* use or *fair* use is considered copyright infringement.

Conditions:

- Due dates and conditions of the loan are determined by the lending institution. The Library will abide by any conditions set by the lending institution.

Renewal requests must be made seven days before the item is due. Users are required to return material on time.

LIBRARY PUBLICATIONS POLICY

A. Purpose of the Policy

The library will publish user guides, subject guides, brochures and newsletters in print and electronic formats to promote the use of the Library's resources and to support the teaching and research aims of Prince Mohammad Bin Fahd University.

The policy briefly describes Library's publishing program and summarizes the aims of specific types of publications.

B. Policy Statement

Library publications will be designed to inform the PMU community on information resources as well as news and developments emanating from the Library.

Types of Publication

User Guide: Provides an introduction to the access and use of an electronic or printed resource.

Subject Guide: Presents the Library's resources and materials in specific or interdisciplinary subject areas.

Brochure: Provides a basic introduction to the Library's resources, facilities, services, and hours of operation.

Newsletter: Promotes the awareness of the Library's resources, services, programs and accomplishments.

Handbook: Patrons have access to printed information about LRC-Library services. Contents of the handbook will include sections describing each service or resource offered by the LRC-Library. These sections will provide LRC-Library patrons information about services and will include forms available online to submit requests for services such as Inter-Library Loan, Virtual Reference, or Scheduling training within the Information Literacy co-curriculum. The LRC-Library handbook will have the following design features and contents: Designs that complies with PMU graphic standards and is compatible with other PMU publications, LRC-Library vision and mission statements, Learning Enrichment Services, Reference Assistance, Information Literacy, Access Services, Collections and Resources, Facilities, Staff and Administration, Policies and Procedures.

The publications policy will be reviewed at least once every three (3) years or earlier if deemed necessary.

LRC / LIBRARY BUILDING USE POLICY

A. Purpose of the Policy

The primary mission of the LRC-Library is to provide academic and technological resources and services for Prince Mohammad bin Fahd University to achieve its educational, research, professional and community-service goals. The LRC-Library prohibits activities that present security risks, damage resources or interfere with maintaining an environment that is conducive to study, learning, teaching and research. The following policies governing the use of the facilities and collections reflect this mission.

B. Policy Statement

The following policies apply to **all of the common areas** of the Learning Resources Center Building.

Hours of Operation

The Main Library is open from **8:00 AM to 10:00 PM** Sunday through Wednesday and **8:00 AM to 6:00 PM** on Thursday.

The Female Library is open from **8:00 AM to 6:00 PM** Sunday through Wednesday and **8:00 AM to 4:00 PM** on Thursday. However, the hours may be extended to meet future demands.

The Libraries are closed on Friday and Saturday.

Both libraries are open from **8:00 AM to 4:00 PM** during the summer and Inter-Semester breaks.

Library hours are subject to change.

Security: Opening and Closing the LRC – Library Building.

The **PMU Security Department** is responsible for opening and closing the LRC - Library Building. This process includes ensuring that doors are locked and lights are turned off outside of normal business working hours. During working hours, the Security Department should be consulted if any employee working within the confines of the Learning Resource Center / Library Building is unable to enter a work area because of a locked or secured door.

The **PMU Security Department** is responsible for the operation and maintenance of all electronic surveillance cameras within the confines of the Learning Resource Center / Library Building.

The **PMU Security Department** may at any time during normal working hours conduct random patrols of the Learning Resources Center / Library Building to check external doors, windows, surveillance cameras and the alarm system.

During regular working hours, **Library staff** of the Main and Female Library is responsible for the security of all library collections and property. The entrance/exit security gates of the Main and Female Library must be operational and active at all times. If the alarm sounds, it is the responsibility of the Security Guard on duty to stop the library patrons and the Reference/Circulation librarian on duty to ensure that library materials have been properly checked out.

During regular working hours, Library staff is also responsible for the security of:

- Study Rooms
- Technical Services Room
- Information Classroom:

These rooms should be locked by Library staff at the close of the business day.

University employees conducting meetings workshops, training, or teaching in any non-Library area of the LRC - Library Building are responsible for the security of the area in which said activities are being conducted. Library employees cannot be responsible for the security of areas outside the realm of the Main and Female Library.

It is a violation of Learning Resource Center / Library security for any PMU student, staff, faculty, or visitor to:

- Refuse to show University or other identification when requested by the proper authority
- Refuse to follow the direction of LRC / Library staff during an emergency

- Cover or disengage surveillance cameras and other security devices
- Depart the building using emergency exits outside of times of emergency
- Intentionally activate a fire alarm
- Use the LRC as a means of crossing over to or from the Women's Campus. (Alternate means of crossing between campuses must be utilized. The LRC is not responsible for having to make such arrangements.)

All members of the PMU community and visitors are responsible for personal items while in the Learning Resource Center / Library Building. The LRC / Library is not responsible for lost or stolen items.

Conduct

Members of the PMU community (current students, faculty, staff, and alumni) with valid university-issued identification may use the library during operating hours.

Visitors may use the libraries when resources are not in use by or reserved by members of the PMU community.

Library patrons are expected to respect the rights of other patrons to use library resources and facilities in a quiet, clean and peaceful atmosphere.

Library patrons are expected to respect and care for all library materials, equipment and property and may not remove such items from the libraries without proper check out or authorization.

Anyone who mutilates, defaces, tears, or otherwise damages any library material or property may lose library privileges.

Anyone engaging in disruptive behavior or otherwise undermining a studious atmosphere may be asked to leave. Disruptive behavior includes verbal abuse, loud talking, shouting, running, sleeping, or any other activity that might disturb the concentration of others.

Display of posters, distribution of literature or solicitation is prohibited without the permission of the Director of LRC-Library.

Library patrons who wish to film or photograph within the confines of the libraries must obtain prior approval from the Director of LRC-Library.

Mobile Phones

In order to preserve a quiet study environment, library users should set their mobile phones to the vibrate mode. If you must take a call while in the library, move to an area where you will not disturb others.

Library Computers

All public computers in PMU Libraries are for academic use and are not intended for extended personal use.

Library computers are limited in number and are often in high demand. Priority of use for all library computers is reserved for students, faculty and staff engaged in academic related activities.

It is forbidden for any library patron to maliciously access, alter, damage or destroy any Library computer or database.

It is illegal to intentionally introduce a virus or malware into any computer system.

Food & Drink

Food is not allowed in the libraries. Bottled water in covered containers are allowed.

Smoking

Smoking or the use of any tobacco product **is not permitted in any of the rooms or in the stairwells** of the Learning Resources Center Building.

Document Delivery

The Library Staff will not be responsible for the delivery of documents between campuses. Room G-013 is designated place for persons to meet to exchange documents. The Library Staff will not accept documents and will not make arrangement to have documents delivered from one campus to another.

Study Rooms

Study rooms are located in Main Library and in the Female Library. Study rooms are available on a first come first served basis. Study rooms are intended for use by students for group work. Due to high demand, we cannot accommodate use of these rooms for recurring purposes such as meetings or proctoring exams. A current PMU student identification card is required to use a study room.

Meeting Rooms

In order to ensure service to a large and diverse group of patrons, it is necessary to develop specific operating guidelines. **The following guidelines are for the use of the LRC-Library meeting rooms.**

There are three types of meeting rooms available for coeducational meetings (meetings with male and female faculty/staff)

- **Small Meeting Rooms:** There are several small meeting rooms in the staff area of the Female Library for coeducational faculty meetings. When possible, all meetings should be scheduled 24 hours in advance to the Secretary of the LRC-Library Director.

- **Large Meeting Rooms:** There are several large meeting rooms on the first floor of the LRC Building. When possible, all meetings should be scheduled 24 hours in advance to the Secretary of the LRC-Library Director.
- **Impromptu Meeting Room:** If there is a need for members of the opposite sex to meet for brief periods of time to exchange documents and/or information, persons should arrange to meet in room G-013. Meetings in Room G-013 should be kept to a maximum of 15 minutes. For longer meetings, please arrange for a meeting room. **Impromptu meetings are not permitted in any other rooms of the Learning Resource Center Building.**

C. Facilities

The **Ground floor** of the Learning Resource Center Building houses the following offices and facilities of the **PMU Libraries:**

❖ Main & Female Libraries

❖ Other Offices:

- Technical Services Room
- Information Classroom
- Study Rooms
- Library Staff Offices
- Director of the LRC & Director of Libraries Office
- Administrative Assistant Office
- Photocopier Room
- Delivery and Pick-up Point for Male to Female Campus
- Kitchen / Tea Room
- Library Supplies Room

The **Mezzanine area** of the Learning Resources Center Building houses a study area used by the Main Library and the EMBA classroom which is used by various PMU academic departments for teaching and training activities.

The **First floor** of the Learning Resources Center Building houses the following facilities and offices of the **Learning Resource Center:**

- Tutorial Office
- Store room
- Instructional Design Specialist Office
- Digital Media Designer Office
- Director of Professional Development & Distance Learning Office
- Dean of Preparatory Program
- Administrative Assistant Office
- Professional Development Training Coordinator Office
- Training Computer Laboratories
- Technical Support Specialist

- Photocopier Room
- Scantron Room
- Conference Room
- Kitchen / Tea Room

The **First floor** of the Learning Resource Center Building houses the following **temporary** offices and facilities:

- Business Development Manager Office
- Business Development Coordinator
- Institutional Relations and Special Projects Office

The **Ground floor** of the Learning Resource Center Building houses the following **temporary** offices intended for female study room.

- Human Resources Office Female Campus (3)

Crossing over to or from the Women's Campus

- The LRC-Library cannot be responsible for arranging shortcuts to and from the Women's campus.

PMU LIBRARY SOCIAL MEDIA POLICY¹

A. Purpose of Policy

Social media are powerful communication tools that have a significant impact on organizational and professional reputations. Because they blur the lines between personal voice and institutional voice, the Prince Mohammad University (PMU) Libraries has crafted the following policy to help clarify how best to enhance and protect institutional, professional, and personal reputations when participating in social media.

Social media are defined as media designed to be used to disseminate information through online social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to blogs, LinkedIn, Twitter, Facebook, and YouTube.

B. Policy Statement

Both in professional and institutional roles, employees need to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media, and other university constituents apply online as in person. Employees are liable for anything they post to social media sites.

This policy requires that:

- A responsible administrator will be assigned to the PMU Libraries social media accounts.
- Employees are liable for anything they post to PMU Libraries social media sites.
- Best practices for social media accounts should be followed.

General Guidelines for Social Media Sites

- **Confidentiality:** Do not post confidential information about Prince Mohammad University, students, employees or alumni. Adhere to all applicable university privacy and confidentiality policies. Employees who share confidential information do so at the risk of disciplinary action or termination.
- **Copyright:** Consider copyright and fair use laws when posting information.
- **Do not use the Prince Mohammad University Logo for Endorsements:** Do not use the PMU logo on personal social media sites. Do not use PMU's name to promote a product, cause, or political activity.

Institutional Social Media

When you post on behalf of an official university unit, the following policies must be adhered to in addition to all policies and best practices listed above:

- **Acknowledge who you are:** If you are representing PMU and/or the Library when posting on a social media platform, acknowledge this.
- **Have a plan:** Library Units should consider their messages, audiences, and goals, as well as a strategy for keeping information on social media sites up-to-date.
- **Link back to the university:** Whenever possible, link back to the PMU or Libraries Web site.
- **Protect the institutional voice:** Posts on social media sites should protect the library's institutional voice by remaining professional in tone and in good taste. No individual PMU library unit should construe its social media site as representing the university or library as a whole. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post—names, profile images, and posts should all be clearly linked to the particular department or unit rather than to the institution as a whole.
- **Seek Approval:** Any messages that might act as the “voice” or position of the university or a school/college/unit must be approved by the university or the director of the school/college/unit or their delegate.
- **Be Timely:** Assign an administrator who will regularly monitor postings and content. Aim for standard times for postings and updates. The recommended minimum frequency is once to twice a week. But be sure not to overload your updates. Followers may stop paying attention if you overload them with information.

Best Practices

This section applies to those posting on behalf of an official university unit, though the guidelines may be helpful for anyone posting on social media in any capacity.

- **Privacy:** Privacy does not exist in the world of social media. If you wouldn't say it at a conference or to a member of the media, do not post it online.
- **Be Accurate:** Verify content prior to posting on a social media site. Check for spelling and grammatical errors.
- **Be Respectful:** Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Encourage open dialogue and diverse viewpoints. Respond to each comment with respect and understanding. Discussion of opposing viewpoints is encouraged, but do not engage in online confrontation.
- **Know your Audience:** Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective students, current students, current employers and colleagues, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
- **Personal Sites:** Identify your views as your own. If you identify yourself as a PMU faculty or staff member online, it should be clear that the views expressed are not necessarily those of the institution.
- **Allow Comments:** Even the negative ones. A good philosophy for comments is to encourage thoughtful discussion, debate and differing viewpoints, with the understanding that all comments made must be civil, respectful, and appropriate for your audience. If comments are lewd, libelous, incite violence or are otherwise hurtful or hateful speech directed at either individuals or groups, PMU library employees who serve as account administrators reserve the right to delete such comments.
- **Be Aware of Liability:** You are responsible for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be copyright infringement, defamatory, proprietary, libelous, or obscene (as defined by the courts). Increasingly, employers are conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.

¹*Adapted from the Social Media Policy of Washington State University Library (USA)*

PMU PUBLICATION REPOSITORY POLICY

A. Purpose of the Policy

The PMU Library will maintain a repository of all publications issued by PMU: books, journals, brochures, pamphlets, and other materials.

B. Policy Statement:

The PMU Library will receive at least (5) copies of every PMU publication which will be processed and cataloged according the Library's policies and procedures.

Access: PMU publications will be shelved and displayed in assigned sections of the Main Library and ~~the~~ Female Library; one copy will be cataloged and retained in the Repository Archive.

Processing: PMU publications will be processed according to the Library's policies and procedures.

Cataloging: Selected works will be cataloged according the Library's policies and procedures.

The Public Relations Department should provide five (5) copies of each PMU publication to LRC - Library.

REFERENCE POLICY

A. Purpose of the Policy

The Reference service supports the information needs of students, faculty, and staff by facilitating access and enhancing the use of the Library's resources. The American Library Association defines Reference as being, "—information consultations in which library staff recommends, interprets, evaluates, and/or use information resources to help others to meet particular information needs."²

The policy establishes guidelines for the provision of this service, and describes the basic principles of Reference.

B. Policy Statement:

The Library's Reference service will be available to the PMU Community during the Library's hours of operation. This service will be provided at the Reference Desk and is also available via Email. The reference librarian will facilitate the access and use of the Library's resources in print and electronic formats.

Reference Desk:

Library staff will remain stationed at the Reference Desk during all hours of operation.

²*Definitions of Reference.* Reference and User Services Association, American Library Association. 2008

E-Reference:

Reference questions can be sent via Email. The PMU Library's website provides a dedicated Email address for this service.

Reference Appointment:

Any member of the PMU community may request an appointment for Reference instruction in which a librarian will provide in-depth guidance and assistance.

Basic Principles of Reference Service:

- Encourage Library users to describe and analyze their research interests and information needs.
- Facilitate the access and use of the Library's resources by employing the online-catalog and electronic databases, actively involving the library user in the search process.
- Direct the user towards the selection of reliable and authoritative resource; encourage the use of multiple resources, taking full advantage of the Library's collection.

SAFETY AND SECURITY POLICY

A. Purpose of the Policy

The LRC-Library is responsible for safety and security in the Main and the Female Library, where PMU Librarians have supervisory authority.

The policy describes the security environment of the Library, and describes the role of the Library's Security and Safety Committee. The supervisory responsibilities of the Library staff are outlined in "general security policies". Emergency response procedures are summarized, and reporting procedures for safety and security incidents are briefly described. A list of prohibited behaviors is also provided, to establish a record of the Library's regulations for users.

B. Policy Statement(s):

The LRC-Library is housed in Building 9 which also contains the Human Resources, the EMBA Program and meeting-rooms that are provisioned for the use of faculty and staff from both the Male and Female Campus. As such, the PMU Library Safety and Security Policies can only be applied in the Main Library and Female Library, where PMU Librarians have supervisory authority.

The Library will identify and minimize safety and security risks through the inspections conducted by the LRC-Library Safety and Security Committee. The Library staff has been trained to report any safety concerns or emergencies that may occur.

A Librarian will always remain at the Reference Desk to provide security supervision, and to direct the evacuation of the Library in the event of an emergency.

All incidents will be recorded using the Incident Report Form.

Behaviors which are damaging to the Library's resources, facilities, and services are prohibited—such behaviors include vandalism, disruptive behavior, smoking inside the Library, and eating and drinking inside the Library.

LRC/Library Safety and Security Committee:

- Monitors the environment of the LRC/Library for safety and security threats
- Conducts a risk-assessment of the LRC/Library, and reports identified risks to the PMU Security Department and Engineering Department
- Briefs library staff, and coordinates training on fire, emergency, and evacuation procedures

General Security Policies:

- The opening and closing of the LRC/Library is coordinated with the Security Department, to ensure that nobody gains unsupervised access to the Library's collection and facilities—PMU Librarians are not responsible for the LRC/Library building if it is opened-up for an event or meeting in the absence of Library staff. The Security Department retains the authority of opening and closing the LRC/Library, and will have supervisory authority of the LRC/Library in the absence of Library staff.
- A librarian must always remain at the Reference Desk, to ensure the safety of Library users and the security of the Library's collection.
- Library staff must know the location of all fire-extinguishers, and must be prepared to direct the evacuation of the LRC/Library in an emergency.
- All safety and security incidents must be reported/recorded using the "Incident Report Sheet".

Response Procedures:

Library staff will know the location of all fire-alarms, extinguishers, and emergency exits. Detailed response procedures will be provided for Fire and Medical Emergencies.

Emergency Exits:

Emergency Exits will not be blocked or chained-shut.

Extinguishers and Alarms:

The Library will coordinate with the PMU Safety Department to ensure that all extinguishers and alarms are in working-order.

PMU LIBRARY SECURITY GUIDELINES FOR USERS:

The following behaviors are prohibited in the PMU Library because they are damaging to the Library's resources, facilities and services.

Vandalism/Destruction:

Any person who willfully mutilates, defaces, tears, writes upon, or mars any Library material(s) or facility will lose all Library privileges and may be subject to administrative action by the University.

Disruptive Behavior:

Users must respect the rights of other's to use the Library's facilities and resources. Any behavior which is deemed disruptive to other's use of the Library will result in the user being asked to leave the Library by a Librarian or PMU Security. Repeated disruptive behavior will result in the loss of Library privileges.

Eating/Drinking:

Eating and drinking is prohibited in the Library except in the designated staff areas.

Smoking:

The Library is a no-smoking environment.

SPECIAL COLLECTIONS POLICY

A. Purpose of the Policy

The goal of the Special Collections is to provide archival support to the University and to fulfill the obligation of the Library to preserve rare and special materials.

B. Policy Statement:

Faculty Publications: On occasion, the Library receives books or other materials written by faculty, staff and alumni. These materials, representing the scholarship of the University community, will be collected and housed in the Special Collections area.

Saudi Collection: This collection will include materials in various formats about the history and culture of the Kingdom of Saudi Arabia.

Vertical File: Non-monographic materials that are deemed to be of historical significance, relating to Prince Mohammad Bin Fahd University and its founders. The vertical file will also house material on the culture, history, and ecology of the Eastern Province.

PMU Publication: *Please see PMU Publication Repository Policy.*

STUDENT ASSISTANTS POLICY

A. Purpose of the Policy

The purpose of the policy is to provide guidelines for student workers in Main and Female Library.

B. Policy Statement:

PMU gives full support to its student employees by giving them just and equitable benefits and considers them a valuable part of the University's workforce.

Thus, the PMU University Libraries expect the following of its student assistants:

Punctuality – Students must report for duty promptly to prevent work disruption. Students must notify their supervisor if they are going to be absent or late.

Thoroughness – Students should be meticulous and consistent when performing their assignments.

Initiative – After training, students should perform their duties and responsibilities in a self-directed manner.

Courtesy – Students must be well-mannered and polite when interacting with the public and their co-workers.

Respectfulness – Students will demonstrate respect to library patrons and their co-workers.

Responsibility – Students will be responsible and accountable for their work.

Office Behavior – Students will conduct themselves in a professional manner. They should avoid idle conversation and using the telephone (or mobile) for personal matters.

Work Schedules:

A student assistant's work schedule is set by the supervisor based on the schedules and needs of the department and the student's preferences and class schedule.

Attendance and Punctuality:

Student assistants are expected to arrive at work on time and to remain for the duration of their shift. The supervisor should be notified in advance if you are going to absent or late.

Student assistants must record *the actual time* when arriving and leaving work.
Falsifying a timesheet is ground for dismissal.

Roles and Responsibilities of a Student Assistant:

Student Assistants in the library receive the experience of working in a real world work environment by providing support to the full-time library staff. They assist in the smooth operation of the library by:

- Using Symphony, the library management system, to circulate/renew materials to library users.
- Assisting library users to use the libraries' resources e.g. Online Catalogue, Self-Check Station and Electronic Resources.
- Sorting and shelving books according to the Library of Congress Classification system.
- Returning periodicals and other materials to shelves, files, or other designated storage areas.
- Assisting library users to find books, periodicals, and other library materials.
- Monitoring the library security system in coordination with the full-time library staff.
- Performing other duties as assigned by their supervisor.

WEEDING POLICY

A. Purpose of the Policy

Weeding or de-selection will ensure the Library collection is current and that limited shelving space is not used for obsolete materials or materials that are no longer relevant to the PMU curriculum.

B. Policy Statement:

The vitality of the Library collection depends on vigorous collection development as well as careful collection management. The judicious weeding of materials serves to maximize the usefulness of the Library collection by providing space for new acquisitions, removing outdated materials and materials that no longer support the instructional mission of the University.

CRITERIA FOR WEEDING:

BOOKS

The Library will use the following criteria for **weeding books** from the collection:

- Last date of circulation: if the material has not been in general use during the past three to five years (depending on the type of material).
- Physical condition: If the condition is badly worn or excessively dirty, the item may be weeded, and a decision concerning replacement should be made.

- Timeliness : Examples include:
 - Out - of - date materials, particularly in the sciences and technology. A rule of thumb is to consider anything more than three to five years of age
 - Materials no longer in demand, or that no longer support the curriculum or current University needs
 - Older editions of works that have been superseded by a newer edition
 - Dated textbooks.

Reliability: Viewpoints change and must be reflected in the collection.

- Duplicates: If there are duplicate copies and none seem to be circulating or used, a single copy may be all that is needed. At a later date (one to two years) the single copy should be considered for weeding.
- **Reference works** will be given special consideration with regards to timeliness and reliability since access to current reference information is critical.

PERIODICALS:

The Library will use the following criteria for **weeding periodicals** from the collection:

- The preferred format for retention of periodicals should be in the following order: electronic and print.
- Depending on the nature of periodical only the current 3 years in print format should be retained. If the periodical is also available in electronic format, then only one year of the print version will be retained.
- The volumes/issues of periodicals that are received weekly, bi-weekly, and popular magazines should be automatically withdrawn from the collection on the expiration of their retention period. However, heavily used periodicals (*Nature, Science, Time, Newsweek, etc.*) should be acquired in electronic format.
- If multiple copies of a periodical are received in the library without an electronic version available, at least one copy should be retained for 3 years and the remaining copies should be weeded.
- Non-English (excluding Arabic) periodicals and those which have no academic or research value should immediately be weeded from the library collection.
- Loose issues of incomplete runs of periodicals should be weeded from the collection.
- Print periodicals available in electronic format should be discarded with the consent of the concerned academic department(s).
- **Newspapers** will be retained for three months. Newspapers older than three months will be discarded or recycled.

DISPOSAL OF WEEDED MATERIALS:

Before disposing of weeded library materials, the following steps will be taken:

- **Newspapers** will be retained for three months. Newspapers older than three months will be discarded or it will be given to any agencies for recycle.
- All weeded material must be stamped with the Library's DISCARD or WITHDRAWN stamp to show that they are no longer library property. Spine labels will be removed or X'd out.
- Bibliographic and items records for withdrawn titles will be removed from the online public access catalog.
- Discarded materials will be recycled when possible. Otherwise discarded materials will be taken to the University's exterior trash bins.



جامعة الأمير محمد بن فهد
PRINCE MOHAMMAD BIN FAHD UNIVERSITY

Learning Enrichment Services Policy

POLICIES AND PROCEDURES
MANUAL 2013

LEARNING ENRICHMENT SERVICES POLICY

A. Purpose of the Policy:

The purpose of Learning Enrichment Services is to offer academic support through program, curriculum, and individual intervention so that every student has the opportunity to become an independent, life-long learner.

B. Policy Statement:

1. Learning Enrichment Services will:

- Provide a variety of instructional approaches that are appropriate for different skill levels and learning styles.
- Help students master course material and apply effective study strategies so that they might become efficient, independent learners.
- Serve the entire university by helping under-prepared students prepare, helping prepared students advance, and helping advanced students excel.
- Emphasize the process of learning in order to support learners as they achieve academic success and gain scholastic independence.
- Provide opportunities to master the strategies, skills, understanding, and attitudes that foster effective and self-directed learning at the university and beyond.
- Encourage students to take advantage of tutoring services early each semester in order to maximize their full learning potential.

2. Service and Operating Procedures

2.1. ELIGIBILITY FOR SERVICES

Learning Enrichment Services will assist all members of the campus community in achieving their academic goals. Programs will be available for students in the not-for-credit Preparation Program as well as students enrolled in credit-bearing degree programs.

2.2. EDUCATIONAL PHILOSOPHY

Learning Enrichment Services will be innovative and student-centered.

2.3. ORGANIZATIONAL STRUCTURE

- Learning Enrichment Services will be a division of the LRC
- The Supervisor of Learning Enrichment Services will report to the Director of the LRC
- Learning Enrichment Services will receive direction and counsel from the LRC Advisory Committee
- The program will provide four principal programs:
 - Academic Support Services
 - Co-Curricular Support Services
 - Proactive, Directed Interventions
 - Peer Tutors

As the university grows, Learning Enrichment Services may add more programs as needed. An Associate Supervisor of Learning Enrichment Services may be hired as needed.

2.4. RELATIONSHIP TO OTHER UNIVERSITY FUNCTIONS

The program will be closely coordinated with the Professional Development Center

- Coordination will assist the Professional Development Center in providing instructional services to faculty.
- Feedback from faculty and the Professional Development Center will influence the development of new student services.
- Once each semester, the Director of the Professional Development Center and the Supervisor of Learning Enrichment Services will present a report as to how the programs are working together to provide services to the PMU.

- Evidence of collaboration between the two centers will be part of the supervisor's periodic evaluation.

2.5. PROGRAM INITIATION

Programs will be cooperatively designed in response to diverse student needs. Those participating in program design will include:

- The supervisor and staff of Learning Enrichment Services
- Professional staff of the LRC
- Deans and faculty of the PMU academic programs

2.6. SERVICES OFFERED

Learning Enrichment Services will provide students with a broad range of academic assistance. These services will include:

- Tutoring
- Writing assistance
- Mathematics assistance
- Reading assistance
- Instruction in study skills
- Instruction in time management.

2.7. PROGRAM ASSESSMENT

The effectiveness of the LRC's Learning Enrichment Services will be assessed via a number of techniques, including:

- Student surveys
- Faculty surveys
- Self-evaluation by program staff
- Numbers of students served
- Success or failure of specific programs
- Student retention rates

2.8. PROGRAM STAFFING

Services will be provided by a network of part-time faculty and well-prepared and supervised student assistants.

2.8.1. Academic Support Centers

- Each center will require a male faculty member and a female faculty member with a .5 release from teaching assignments to serve as coordinators.

- These faculty will be selected based on expertise in the academic area to be supported (mathematics, reading, or writing).
- Coordinators will retain their faculty status, reporting to the Supervisor of Learning Enrichment Services for this .5 release time and to his or her departmental chair for the .5 teaching position.
- Coordinators will be evaluated by both their department chair and the supervisor.
- Each coordinator will recruit his or her best students to work as student tutors.
- The selection of student tutors will be based on ability rather than field of study.

2.8.2. Co-Curricular Support Services

- Most classes will be taught by interested faculty, staff, or students.
- Compensation will be contractual, on a one-time pay basis.
- The number of sessions and the amount of compensation will be determined by the supervisor.

2.8.3. Proactive, Directed Interventions

- Staff requirements will depend on the intervention.

3. FEES

Services will be offered at no additional cost to all PMU students.



جامعة الأمير محمد بن فهد
PRINCE MOHAMMAD BIN FAHD UNIVERSITY

ACADEMIC ADVISING POLICY

POLICIES AND PROCEDURES

MANUAL 2013

ACADEMIC ADVISING POLICY

A. Purpose of the Policy:

A policy for Student Academic Advising.

B. Policy Statement:

- Academic advising is an essential element of the educational process. Therefore, the PMU requires advisor-student conferences at least once per semester.
- Students are assigned academic advisors who help them in selecting their course of study and in planning their schedules. Advisors also approve students' schedules each semester. However, students are responsible for selecting their courses, meeting course prerequisites, and adhering to university policies and procedures. The advisor's role is to assist the student in obtaining a well-balanced education and in interpreting university policies and procedures. Students may also consult faculty, department or program chairs, program coordinators, and deans.

C. Policy Procedures:

- New students will be assigned an advisor upon acceptance into the university. Current students are assigned based on major and student status.

As the student moves through his/her degree program and as the university programs develop, the students will be advised by a faculty member in their chosen major. According to PMU system design, faculty advisors are especially valuable for the final junior and senior years. They should possess expertise in the major subject areas and should come from the students' disciplines. One primary advantage to this is that the advisor is familiar with the student's academic program and can explain course work and help with deficiencies the student might face.

- Advisor's Responsibilities:
 - a) Review the transcript and degree plan of your advisee before advising session.
 - b) Get your advisees alternate PIN from the registrar.
 - c) Create a tentative semester schedule for your advisee before advising session.
 - d) Be familiar with the core curriculum requirements for each college.
 - e) Be aware of the campus resources such as Student Support Centers and E-brary _Electronic Resources to make appropriate referrals.
 - f) Give your advisee sufficient time per session to discuss his/her schedule degree plan and future goals.
 - g) Be acquainted with the pre-requisites of each course.
 - h) Be familiar with the program requirement of your advisees.
 - i) Be familiar with the academic policies and procedures and be ready to discuss them with your advisees.
 - j) Maintain an advising file for each advisee. The file should have your advisee's degree plan, transcript and academic process reports.
 - k) Support your advisees with effective learning habits.
 - l) Be familiar with the registration process.
 - m) Be accessible to your advisees through office hours, scheduled appointments, emails or phone.
 - n) Monitor your advisees academic process
 - o) Be familiar with the course offerings, degree plans, academic policies and regulations and student handbook
 - p) Refer your advisees to specialized campus services such as counseling, academic support centers, library, etc.
 - q) Be able to assist in course selection.
 - r) Provide students with accurate information on registration and course selection.