



## Library Committee

### Overview

The mission of the Library Committee is to collaborate with College faculty members in ensuring that textbooks and journals recommendations for student purchase and use are cost effective, comprehensive and presented to the Library in a timely manner. Particularly, library committee will provide advice and support for several stakeholders such as academics, students and the Librarian regarding the role of the Library in academic learning process, library's collection development, bibliographic instruction sessions, circulation policy and reference services.

### Responsibilities

1. Remind faculty members to present textbook and journal purchase recommendations whether hard or soft copy format to the Library in a timely manner prior to the beginning of the next semester
2. Encourage faculty members to propose software purchases for use in enriching the teaching and learning environment in their classes
3. Encourage faculty members to participate in scheduled UAE book fairs in order to help identify new materials relevant to the curriculum in a cost effective manner
4. Work with Colleges to identify the latest editions of recommended textbooks
5. Liaise with academic faculties for any suggestions on the development of several library resources.
6. Liaise with Publishers to arrange purchase of e-copies of textbooks for students
7. Liaise with Publishers to provide access to Instructor Resources for all faculty members
8. Arrange for presentations regarding electronic research databases to College faculty members
9. Ensure at least Three recommended titles for each course are available upon request in the Library



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10. Provide proper documentation for all requests.
11. Collect and evaluate feedback on Library functions from readers through a survey.
12. Compile statistics regarding Library's resources use.
13. Provide meeting reports to the Vice President of Academic Affairs, once a month

### Chairman

#### **Dr. Islam Bourini**

Assistant Professor

*College of Business Administration*

### Members

<b>N</b>	<b>Name</b>	<b>Position</b>
1	Dr. Reneh Ramsis	Representative, College of Mass Communication
2	Dr. Rania Gaili	Representative, College of Law
3	Mr. Ali Al Alaimi	Representative, General Education Department
4	Mr. Emad Hamdy	Head, Library

**Meeting Schedule: Twice per semester**



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