Library User Guide for Faculty
WELCOME TO AUK LIBRARY....

Our Library staff strives to provide resources and services designed to help our Faculty and other patrons meet their information needs. The Library houses a variety of print and digital materials in a clean, attractive, functional environment. We offer both individualized and group research instruction and assistance. Most of our electronic databases are accessible from your office and remotely through use of your university computer network login.

Hope that you will familiarize yourself with the Library resources available to you. If you have questions, please ask a library staff member or visit the Library website.

Library Hours

Official Library Hours:

Sun – Thurs  8:00 am – 8:00 pm  
Thursday    10:00 am – 4:00 pm  
Friday      1:30 pm – 5:00 pm  
Saturday    12 pm – 5:00 pm

Library hours are adjusted during Final Exam periods and during Ramadan. These changes are posted at the front entrance.

*The Library is closed on Public and University holidays throughout the year.*

Library Collection

The American University of Kuwait Library has an academic book collection which includes over 15,000 volumes, a rapidly expanding collection of networked electronic resources and materials in other information formats. The Library’s collection parallels the University’s academic programs and supports all disciplines. The American University of Kuwait Library has received wide acclaim for the excellence of its information network.

The Library is committed to providing access to print and electronic services and resources to the University and scholarly community, offering online access to full-text journals and magazines, citations and abstracts, and the universe of internet resources.

The AUK Library provides books, periodicals, audiovisual materials and online resources that support the learning and research needs of students and faculty. To find materials in the Library, users need to consult with the Library Catalog from the AUK website. The Library Catalog provides current information about the library’s holdings.

BOOKS

The Library’s collection of books is available in the 1st floor. E-books are accessible through the library webpage.

REFERENCES

The Reference collection provides useful materials dealing with a variety of subjects. Reference books cannot be borrowed but users may photocopy needed pages. Librarians are available to provide assistance with using reference and other materials in the collections.
PERIODICALS
The Periodicals collection is located on the ground floor of the AUK Library. The electronic versions of some titles in the collection are accessible via the library’s homepage.

ONLINE REFERENCES

- **Access Science**

- **Columbia International Affairs Online (CIAO)**
  CIAO is a comprehensive source for theory and research in international affairs. It publishes a wide range of scholarship from 1991 onward that includes working papers, research projects, proceedings from conferences, books, journals, policy briefs and case studies.

- **Columbia Gazetteer of the World Online**
  Entries in the Gazetteer include basic information on many of the following: demography; physical geography; political boundaries; industry, trade, and service activities; agriculture; cultural, historical, and archeological points of interest; transportation lines; longitude, latitude, and elevations; distance to relevant places; pronunciations; official local government place-names and changed or variant names and spellings.

- **Encyclopedia Britannica Online**
  An electronic encyclopedia with a thesaurus and a dictionary, and over 120,000 articles, a world atlas, multimedia videos and a comprehensive index.

- **Encyclopedia of Islam Online**
  The *Encyclopaedia of Islam Online* provides desktop access to over 13,000 articles (number or articles in volumes I-XI, excluding supplements on every aspect of Islam from Abābda to Zurna). The online edition offers access to: Volumes I-XI of the English edition; Index of Subjects to Volumes I-XI & to the Supplement, Fascicules 1-6, compiled by P.J. Bearman, 2003; Index of Proper Names to volumes I-X & the Supplement, Fascicules 1-6, compiled by E. van Donzel, 2002; and, Supplement Fascicule number 7-8.

- **Grove Arts Online**
  Grove Art Online contains the full-text of *The Dictionary of Art* (ed. Jane Turner, 1996). Grove Art Online also includes all 2,800 articles from *The Oxford Companion to Western Art* ([OCWA] (2001) and continues to offer new content and revisions on a quarterly basis. Grove Art Online offers over 1500 colour images and line drawings; links to the Art Resource searchable image database; and links to over 40,000 images on museum and gallery websites.

- **Grove Music Online**

- **Islamic Studies Online, Oxford**
  *Oxford Islamic Studies Online* brings together the best current scholarship in the field and promotes accurate and informed understanding of the Islamic world. This fully integrated resource features reference content and commentary by renowned scholars in areas such as global Islamic history, concepts, people, practices, politics, and culture. It encompasses over 3,000 A-Z reference entries, chapters from scholarly and introductory works, Qur'anic materials, primary sources, images, and timelines.

- **Literature Online**
  Literature Online is a leading online resource for the study and teaching of literature in English. It is a fully integrated service that combines the texts of over 350,000 works of literature with huge resources of criticism and reference.

- **Literature Online – Literature Collections**
  Along with Literature Online, there is access to a series of Literature collections, such as: African American Poetry; American Drama 1714-1915; American Poetry; English Drama; Early American
Fiction, etc. Each literature collection has been developed with its own specialist editorial board to advise on the selection of texts and editions.

- **Oxford English Dictionary (OED)**
The Oxford English Dictionary is the accepted authority on the evolution of the English language over the last millennium. It is an unsurpassed guide to the meaning, history, and pronunciation of over half a million words, both present and past.

**ONLINE DATABASES**

- **Academic Search Complete**
  This is a comprehensive scholarly, multi-disciplinary full-text database, with more than 5,400 full-text periodicals, including more than 4,500 peer-reviewed journals. This database also offers indexing and abstracts for more than 9,300 journals and a total of 9,850 publications. The database features PDF content going back as far as 1887.

- **AnthroSource**
  AnthroSource is developed by the American Anthropological Association (AAA). It brings 100 years of anthropological material online to scholars and the public, including: current issues for 15 of the AAA's most critical peer-reviewed publications, including American Anthropologist, American Ethnologist, Anthropology and Education Quarterly, and Medical Anthropology Quarterly.

- **Business Source Complete**
  This database provides full-text from 11,200 sources, including more than 1,100 scholarly business journals. It offers information in every area of business including accounting & tax, banking, finance & insurance, construction, economics and many more. It also includes country economic reports from the EIU, Global Insight, ICON Group and CountryWatch, and detailed company profiles for the world's 10,000 largest companies.

- **JSTOR**
  JSTOR (Journal Storage), begun in 1995, is an online system for archiving academic journals. It provides full-text searches of digitized (scanned) back issues of several hundred well known journals, some going as far back as over 100 years.

- **Lexis-Nexis Academic**
  This service provides full-text documents from over 5,600 news, business, legal, medical, and reference publications with a variety of flexible search options.

- **Library, Information Science & Technology Abstracts**
  Library, Information Science & Technology Abstract (LISTA) indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, information management and more. Coverage in the database extends back as far as the mid-1960s.

- **MLA International Bibliography**
  The MLA International Bibliography is a classified listing and subject index of scholarly books and articles on modern languages, literatures, folklore, and linguistics of more than 2 million records.

- **MLA Directory of Periodicals**
  The MLA Directory of Periodicals offers detailed information on over 7,100 journals, with 4,400 currently indexed in the International Bibliography. The detailed entries include editorial contact information, as well as frequency, circulation, subscription prices and submission guidelines.

- **Philosopher’s Index**
  The Philosopher's Index is a bibliographic database with informative author-written abstracts covering scholarly research in the fifteen fields of philosophy. Topics covered include: aesthetics, axiology, philosophy of education, epistemology, ethics, philosophy of history, philosophy of language, logic, metaphysics, philosophical anthropology, metaphilosophy, political philosophy, philosophy of science, social philosophy, and the philosophy of religion.

- **Project Muse**
  Project MUSE offers online access to over 300 high quality humanities, arts, and social sciences journals from 60 scholarly publishers. The Project MUSE complete collection offers a comprehensive
selection of prestigious humanities, arts, and social sciences journals to support a core liberal arts curriculum.

- **PsycINFO**
  PsycINFO is an abstract (not full-text) database of psychological literature from the 1800s to the present.

- **PsycARTICLES**
  PsycARTICLES is a database of full-text articles from journals published by the American Psychological Association, the APA Educational Publishing Foundation, the Canadian Psychological Association, and Hogrefe Publishing Group.

- **Regional Business News**
  This database provides comprehensive full text coverage for regional business publications. Regional Business News incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States. This database is updated on a daily basis.

- **SocINDEX with Full Text**
  SocINDEX with Full Text is a comprehensive and high quality sociology research database. The database features more than 1,660,000 records with subject headings from a 19,300 term sociological thesaurus designed by subject experts and expert lexicographers. This product also contains informative abstracts for more than 750 "core" coverage journals dating as far back as 1895.

**E-BOOKS**
The library subscribes to the Humanities E-Book Collection which is offered by the American Council of Learned Societies (ACLS) in collaboration with many learned societies, nearly 80 contributing publishers, and librarians at the University of Michigan’s Scholarly Publishing Office. The result is an online, fully searchable collection of high-quality books in the Humanities, recommended and reviewed by scholars. Titles are also made available through the Library Catalog.

**AUDIOVISUAL MATERIALS**
The purpose of the AUK DVD Collection (audio and video tapes are also available) is to support the research and teaching mission of the American University of Kuwait. The collection is eclectic by design and covers a wide range of subjects. Strong areas of emphasis, however, can be found in the liberal arts, the social sciences and business. Multimedia collection holdings are listed in AUK’s online Library Catalog.

**AMERICAN CORNER COLLECTION**
The AUK Library hosts a core collection of over 500 books, videos, and DVDs about many facets of American life, including history, society, literature, biographies and key reference materials. Supporting equipment includes a computer (scanner attached) with Internet connection for research on U.S. subjects. The American Corner is also used as a forum for presentation by American specialists visiting Kuwait and as a center for on-campus intellectual discourse. All materials in the American Corner may be borrowed.

**LIBRARY SERVICES**

**CIRCULATION/BORROWING OF MATERIALS**
Library users must show a valid AUK ID card when borrowing materials. Borrowers must ensure that all items are properly checked out to them before leaving the Library. The Library sends overdue notices after the due date. It is the responsibility of the borrower to return borrowed materials on time. Overdue materials will be charged a fine from the first day following the due date.
**LOAN PERIOD**
Students, staff and faculty ID indicates their borrowing status. For books:
- 21 days for students
- 28 days for staff
- 42 days for faculty

For Media materials (DVDs, audio & video tapes):
- 3 days for students
- 5 days for staff
- 5 days for faculty

**REFERENCE SERVICES**
At the Reference Desk on the ground floor, members of the professional staff are available to help users with their queries, literature searches and to ensure that their information needs are being adequately met.

**RESERVE SERVICES**
The Reserve collection contains required readings for students as well as copies of some textbooks. These materials can not be borrowed. Reserve books are located in the Special Collections Room on the ground floor.

**INFORMATION LITERACY/INSTRUCTION PROGRAM**
*(How to Access & Interpret Information)*
Information literacy and instruction programs are designed to familiarize students with Library services and resources. Library instruction, guided tours and in-class orientations are offered at various times throughout the academic year, generally upon the request of a faculty member.

**INTERNET SEARCHES**
The AUK Librarians are able to guide you in finding information on the World Wide Web. The Library webpage provided on AUK’s website provides links to the electronic databases and the Library’s collection.

**DOCUMENT SUPPLY**
Library staff will obtain documents/journal articles which are required by AUK faculty members but are not held in the library’s collections.

**SUPPORTING MATERIALS**
The Collection Development Librarian liaison with Faculty members in regards of books and materials selections. All Faculty are encouraged to send the titles to the Library before each semester.

**FACILITIES**

**PHOTOCOPYING**
Photocopying facilities are situated on the ground and first floors of the AUK Library.

**STUDY CARRELS**
Study carrels are available on the ground floor and first floor for the use of all Library users.

**LIBRARY CONFERENCE ROOM**
This facility is situated on the first floor and seats approximately 18 people. The room is equipped with LCD Projector, Multimedia System, and Video Conferencing System. Requests for the use of this room are made by calling the Library at extensions 263 or 253.

**STUDY ROOMS**
There are several rooms available for group study in the library. One of these rooms equipped with LCD projector.

**WORK STATIONS WITH INTERNET ACCESS**
There are 36 computers in the library for student use – 20 on the ground floor and 16 on the first floor.

**WIRELESS INTERNET ACCESS**
Wireless internet access is available at AUK library for free to all users using their own wireless-enabled laptops.

**REMOTE ACCESS**
The Library provides off-campus access to the different online resources. Access to the online resources is restricted to AUK community, thus, users must prove their affiliation with AUK by using their University username and password. Access may be obtained through the University Portal at [http://myauk.auk.edu.kw](http://myauk.auk.edu.kw)

**Staff Directory**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Extension</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amna Al-Omari</td>
<td>Library Director</td>
<td>Ext. 502</td>
<td><a href="mailto:aomare@auk.edu.kw">aomare@auk.edu.kw</a></td>
</tr>
<tr>
<td>Hana Kaouri</td>
<td>Library Automation Analyst</td>
<td>Ext. 263</td>
<td><a href="mailto:hkaouri@auk.edu.kw">hkaouri@auk.edu.kw</a></td>
</tr>
<tr>
<td>Asma Yaqoub</td>
<td>Reference/Instruction Librarian</td>
<td>Ext. 253</td>
<td><a href="mailto:ayaqoub@auk.edu.kw">ayaqoub@auk.edu.kw</a></td>
</tr>
</tbody>
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**University Library**
American University of Kuwait  
P.O. Box 3323, Safat 13034, Kuwait  
Tel: 802040 / (+965) 224 8399  
Fax: (+965) 571 5893  
E-mail: library@auk.edu.kw  
[www.auk.edu.kw](http://www.auk.edu.kw)