

KINGDOM OF SAUDI ARABIA
Ministry of Higher Education
NAJRAN UNIVERSITY



Standards and Specifications of Constructing Electronic Libraries of University's Faculties



Table of Contents:

Introduction	5
Requirements and Needs Necessary to Construct the Electronic Library	7
Computer Equipment (Hardware)	8
Software	9
Human Elements	11
Contents of the Electronic Library	11
Beneficiary Services, Provided by the Electronic Library	13
Interactive Services, Provided by the Electronic Library	14
Standards of Constructing the Electronic Library	15
Benefits of the Electronic Library	16
Policy and Instructions of the Electronic Services	17

Introduction:

An electronic library is one that is characterized by using information technology, telecommunications and computing processes. It also involves using sophisticated systems in storing, retrieving and delivering information to researchers and stakeholders. It is fully based on the electronically-stored information, and it provides relevant services. Additionally, an electronic library is an interactive one in that it interacts with individuals in terms of not only enabling them to browse, but it also enables them to publish their work. However, the goals of any electronic library at the academic community cannot be split from the basic goals of the university traditional library along with its mission and functions. In fact, the university library is considered the cornerstone of the electronic library in that its functions are but part of the university functions.

The goals of the electronic library may be summed up as follows: (1). Providing information and services to support the educational process at the university, (2). Encouraging and supporting the scholarly research, and (3). Encouraging the students' self-study. The electronic library can achieve the above goals through carrying out the following activities and functions:

1. Making available a wide range of balanced and comprehensive electronic resources that are relevant to the educational curricula, scientific research and academic programmes.
2. Organizing the electronic sources according to the scientific manners, that ensure they are used easily and practically.
3. Providing information services to all beneficiaries and users directly or indirectly.
4. Training beneficiaries to use the electronic library, along with its sources and services, in addition to drawing up the appropriate training programmes.
5. Cooperating and partaking with individuals and scientific and cultural institutions to develop the library.

1. The Requirements and Needs Necessary to Construct the Electronic Library

The essential requirements of the electronic libraries at the faculties of the university have been specified through forming a specialized committee by the Deanship of Library Affairs to study these requirements by designing a questionnaire to specify the needs of the electronic library. The questionnaire has been judged and evaluated by specialists in library sciences and information. The questionnaire was then distributed to all the faculties and units at the University. This was followed by taking out and statistically processing the data obtained. Then the data were pulled part and analyzed to reach the actual requirements of the academic units from the electronic library. This has shown the urgent need of constructing an electronic library at the place where different unit employees are working.

The needs have been specified according to the following factors:

A. Equipment and Tools (hardware)

This includes the provision of the following:

- Modern computer devices (as many as the number of beneficiaries and educational programmes and specializations at each academic unit).
- Scanners and printers.
- Telecommunication gadgets to connect with the local network.
- A high-capacity server to accommodate the information, needed to be connected via the electronic library.
- Reading room at the electronic room.

B. Software

Modern programmes that include :

- Systems of electronic information management.
- Programmes and protocols of connection and retrieval that should be based on the most up-to-date standards and techniques needed to run and update the electronic library. It is

essential to ensure that the systems support MARC and the international standard client–server, application layer communications protocol for searching and retrieving information from a database, i.e. Z39.50.

- Translation programmes that are able to provide full translation of digital texts from which excerpts may be obtained along with the translations.
- Programmes of building up query databases or questions and answers.
- Special search programmes that search on the Internet through a large number of search engines.
- Middleware is a term that refers to the programmes that connect the Internet with other programmes of the application programmes at the library, and such programmes play a central role in remotely controlling information.
- Portals that help provide some new Internet-linked services.
- Verticals are programmes that help design websites on the Internet with advanced capabilities in displaying information of different types.

C. Human Elements

This sub-heading refers to the human element that is technically qualified, and is able to tackle devices and programmes to operate and manage the electronic library system. Such element is also able to provide the services of technical support, maintenance and training. A good qualification of the human element should start prior to the process of adopting the electronic library project, because it plays the most crucial role in making the full project a success.

D. Contents of the Electronic Library

- The basic electronic collection such as books, periodicals, researches, encyclopedias, dictionaries and evidence.
- The electronic information sources that include the electronic files, compact discs and other sources of the information available on microfilm, manuscripts, evidence or as electronic publication.
- Archives Collections such as the archives of dialogues, introductory publications for conferences and workshops, bulletins, activities, links or reference citations.
- Valuable textbooks and curricula.
- Faculty members' published theses and dissertations.
- Information or an overview on the electronic library per se such its establishment, goals, policies, introducing the search engines, the linguistic and objective coverage, the programmes used to display and process the content, other programmes and some other special files.
- Objective links at the level of objective major, intellectual production, the institutions or activities.

2. Beneficiary Services, Provided by the Electronic Library

- Providing an easier access to far, new and modern information sources by a number of beneficiaries at the same time.
- Providing a non-stop service to any beneficiaries at any time provided that there is an internet connection.
- Providing a high capacity of storage and reactive retrieval of information.
- Providing all types of electronic information with a high degree of comprehensibility and accuracy.

- Providing techniques of high quality (clarity of text, colour control, sound clarity)
- Organizing training courses on how to derive benefit from the electronic library contents.

3. Interactive Services, Provided by the Electronic Library

1. Publishing and updating the library news on daily basis.
2. Publishing and circulating the announcements related to the new information sources.
3. Making available the lists of books that are demanded most.
4. Holding forums whether via cameras, writing or voice.
5. Providing the support service around the clock.
6. Designing questionnaires for those benefitting from the library.
7. Developing a list of correspondences to publish the current awareness, etc.
8. Developing distance symposia through the electronic communication through audio, visual or camera means.
9. Introducing and marketing the library activities and services.
10. The library announcements whether showing the supplies needed, jobs, etc.
11. Providing synchronous and asynchronous tools to hold discussions and exchange experiences among beneficiaries.

4. Standards of Constructing the Electronic Library

- A. The general and special educational objectives of the college programmes.
- B. Beneficiaries' features and characteristics.
- C. Showing the electronic library liability and responsibility.
- D. The appropriateness of the electronic library digital content.
- E. The quality of designing the library location in terms of the interactive interface and the easy way of dealing with it.

- F. The hardware and software.
- G. The human competencies needed to construct and operate the electronic library (in addition to the fact that a good qualification of the human element should start before the electronic library project).
- H. The functions and services that the electronic library should carry out which are represented by:
 - Digital storage (automation)
 - Developing and updating the library contents.
 - The easy research and retrieval.
 - Metadata and indexing the digital sources.
 - Protecting the intellectual ownership and information security.
 - Contacting other library counterparts.

5. Benefits of the Electronic Library

- A. It is easy for any user to have access to the electronic library wherever he is.
- B. Utilizing the capabilities of the computing systems in research and browsing.
- C. Providing information at any time.
- D. Easy updating of information.
- E. Possible participation in providing information.
- F. Possible finding out new types of information.
- G. Possible reduction of material expenses.

6. Policy and Instructions of the Electronic Services

- A. The library provides its potentialities via the Internet, and all users should use them in line with the learning outcomes at the University.

- B. The library does not guarantee the accuracy of the information obtained from the Internet; rather the producer and source of such information shoulder this responsibility.
- C. A form must be filled out to use the Internet.
- D. The library facilitates the service of search and giving the full texts as possible through the database to which the Deanship of Library Affairs is subscribed (Books, articles, periodicals, theses and dissertations, and work sheets) covering different majors for all beneficiaries via computer devices at the Internet lab.
- E. It is possible to use the database from a distance via the library electronic website by all of the University employees outside the library at any time and from any place.
- F. Offering regular workshops on how to utilize the database for both faculty members and the students alike.
- G. Advising the beneficiaries on the instructions and rules of using compact discs.
- H. Filling out the form of using the electronic library.
- I. All compact discs are electronically open for users to see through a computer device in the electronic services room.
- J. Compact discs are non-loan objects.
- K. Advising users on how to use the Internet.
- L. The Internet is not allowed to be used for any of the following:
 - What contradicts with the library or the University policies, or what contradicts with the local or global rules and regulations.
 - What may cause threat or harassment to any one, what may be an insult or whay involves disclosing personal information without a permit.
 - Violation of any of the publication, authorship or ownership rights.

Prepared by: Dr Saad bin Saeed Al- Humaidy, Vice Dean for Library Affairs

Dr Bader Eddin Sheikh Edris Mohammed, Supervisor of Quality and development Unit-
Deanship of Library Affairs

Dr Shaker Abu El- Futouh, internal auditor- Deanship of Quality and Dvelopment

Supervised by: Dr Misfer bin Saeed Lasloun, Dean of Library Affairs