Dean’s Address

The library is deemed to be the essential pillar of the university objectives, it supports the educational process and being the main aide to feed the scientific research, it also stands as a significant support to implement the university role to serve the society. To attain these goals, the deanship availed all is required, as of suitable environment, distinguished collections, trained manpower according to the international standards in the field. The Deanship didn’t restricted itself to the traditional tools only, it exert itself to cope up with the new technological developments to enable its users acquiring their needs. It sets itself on using digital systems in managing the library and processing its resources and collections in a digital form, in addition to establishing the digital libraries that enable reaching the digital resources of the university.

The deanship considers users services as its first priority, so it is keen to train and enlighten the users with the skills of search and using sources with its both sides, the traditional and the digital, and be in touch with them, so as to accomplish the university goals in education and scientific research and serving the society.

D. Khalid Ahmed Ibrahim Abu Sin
Dean, Library Affairs Deanship
Library Affairs Deanship Departments:
Department of Acquisition
Department of Cataloguing & Classification
Department of Readers Services
Department of Binding
These departments which are headed by an assistant librarian, are affiliated to the Library Affairs Deanship which is the high administrative body of the libraries, it is headed by the Dean who is supervised by the Vice Chancellor. The dean’s tasks are; working out the general policy of the university libraries, issuing and approving the entire official reports of the personnel in the departments and the university libraries, the libraries representative in the membership of the university committees and councils (Board of Directors, Senate Deans councils). Now we can shed light on the various departments of the Deanship.

1- Acquisition Department:
The department maintains all the university needs of various information sources inside and outside the Sudan through purchase, presents or cooperation, this is done by initiating relations with the academic and cultural institutions inside and outside the Sudan, networking the department to the other libraries and also online acquisition and adopting computerizing acquisition procedures.

The significant activities:
1- Following up, recording and using bibliographical sources that enable teaching staff and the library staff to select the suitable library materials.
2- Provision of all library materials needs within the budget limitations.
3- Following up implementation of purchase procedures from different authorities.
4- Accessioning and stamping the new materials.
5- Handing over materials of books and others to the Cataloguing and Classification department.
6- Following up and activating work of cooperation and presentation.
7- Preparing studies and comparison of acquisition situation in the university.

2- Cataloguing and Classification Department:
The department carries out the technical services that are represented in cataloguing and classification of all university libraries materials and endeavors always to apply the newest methods in the field.
The significant activities:
1- Receiving materials delivered from the acquisition department and catalogues, classifies, and analyses their subjects.
2- Providing working tools such as classification schemes, subject analysis lists, cataloguing forms and delivery forms.
3- Supervising training cadres from inside and outside the university in cataloguing, classification and subject analysis.
4- Delivering classified materials to the university libraries and the specific units.
5- Preparing the cataloguing forms and revises them in order to automate them.

3- Readers Services Department:
This is the department that is set on itself to improve and promote services efficiency offered by the libraries. It is in constant contact with the site libraries and various units to follow up their performance.

The Significant activities:
1- The department is keen that the libraries offer the best services for the users.
2- Following up equipping the libraries with the catalogues to offer best services.
3- Equipping the libraries with furniture, equipment and other needs.
4- Ensuring that task of applying regulations and instructing users is well done.
5- Supervising libraries buildings planning.
6- Approving quittance from libraries of teaching staff and graduate students.
7- Supervising the libraries prospectus.
8- Preparing the user’s monthly statistics and analysing it through SPSS.

4- Database Management Department:
It is a new department that is established for using computer in linking the site libraries and units through a computer network.

Significant activities:
1- Coordinating with the relevant authorities in selecting and acquiring suitable computer hardware and software and other relative materials.
2- Maintaining computers equipment and sets.
3- Supervising processing data and using computer for various purposes.
4- Computerizing databases of libraries materials.
5- Setting on networking the university libraries with other libraries inside the Sudan and abroad.

6- Supervising the system of automated cataloguing by using automated cataloguing programs such as: D-Space and Koha.

7- Training personnel on library automated systems.

8- Supervising the preparation of bibliographical lists computerization.

**Binding Unit:**

It is established in 2005 to carry out the following tasks:

1. Binding all books of site libraries and various units in the university.
2. Developing the binding trade and applying the best methods and techniques in binding.
3. Following up the site libraries and units and supervision binding their collections.
4. Providing all tools and equipment needed for binding.

**The Library Committee:**

The Library Committee is headed by the Library Deanship Dean, and constituted of the scientific affairs deputy secretary, college deans’ deputies or assistants in the colleges, institutes and centers. It is concerned with laying down library general policies and it convenes four times a year. There are sub-committees in every college headed by the deputy dean and constituted of the departments’ heads. Their task is to tackle the problems face the library work in the college and offer their views to develop the library work.

**Library Service:**

**Library Service definition:**

There are many definitions for library service from which is the encyclopedic dictionary of library sciences, documentation and information. It defines it as:” is the facilities that are offered by the library to use books and information transmission.” RIibhi Aliyan defines library service:” as all facilities the library offers to the reader so as to use an utmost amount of its collection in the best way and with the least costs”.

**The requirements of library service:**

There are many requirements that rectify library service, they are:

1. Information resources with its various forms.
2. The qualified manpower
3. The required facilities offered to the users in reading and study.

**Library user’s service:**

The library offers two types of services; the direct service and the indirect service.
The indirect service:
It includes all technical procedures related to information sources and which
Can be availed to the users such as acquisition, cataloguing, classification,
data processing and shelving. All these services are unseen by the readers.
The direct services are:
Those services have relation and direct contact with the users of libraries
they are represented in:
1- Instructing and directing the users, it is a service offered to the users
to guide them to information location.
2- Borrowing services
Borrowing definition:
It is defined as “a group of services and procedures through the library can
avail the opportunity for users to use the library sources outside the library
building according to certain regulations that maintain preservation of those
sources and returning them in the time assigned”
Two types of borrowing:
a- Internal borrowing for all users, it is inside the library, represented
in borrowing the restricted counter books that are not allowed to be
taken outside the library.
b- External borrowing: it is offered to users allowing them to take
books outside the library.
3- Current awareness: it is a service offered to the teaching staff to
inform them of the newly coming books through sending the books
lists to the dean and head departments or displaying the books on the
display unit.
4- Photocopying Service: it is among the important services offered by
the library to preserve its precious books and it is offered in low
prices.
5- Training students and graduates from outside the university: it is
offered to students and graduates in the field of library and
information after the trainee brings a letter from a known authority (a
college or a university). There is a one month programme of practical
and theoretical training in the university libraries.
6- Search and navigation service on the web: this service is provided to
the teaching staff and graduate students and the final year students in
the university, it is offered free in the electronic library and the
colleges’ electronic libraries.
7- Automated search on the catalogue: this service is offered in all the
libraries to search information for author, title or subject.
Second Chapter

The University Libraries and Their collections

1-College of Sciences Library:
It had been a part of the Engineering college library for the presence of Laboratory Technology Section which included Chemistry and Physics sections, this section emerged to the Sciences College in 1996. The collections of the Engineering and Scientific studies to the Engineering and Scientific studies library in the Southern Branch, and the building became occupied by the College of Sciences Library.
The collections (6819) Arabic and English.
The space of library is (20x29) sq.m. and accommodates 120 students.
Address: Khartoum-Sudan University of Science and Technology- College of Sciences Library PoBox 407.Tel:708161.
e.mail:SCILIB@YAHOO.COM
SITE: Western Khartoum, al-Mugran, The University Headquarters.

2-Business College Library:
It is established in 1950 when Khartoum Technical Institute was founded, and in 1975 its name changed into Khartoum polytechnic and in 1990 it was changed into Sudan University of Science & Technology, the college library had been developing with the college gradually. The library space is 200 sq.m., and it receives 190 students.
The collections (6601) in Arabic and English.
The Graduate College Library (Business College)
Its space is 46 sq.m., and it receives 20 students.
The collections (1696) in Arabic and English.
Address: Khartoum, Sudan University of Science &Technology, Business College - The Library, PoBox 407, Tel & Fax 780687.
The site: Western Khartoum, al - Mugran, The University Headquarters, e-mail: COMMERCEELIB@HOTMAIL.COM

3-Fine and Applied Arts College Library:
It was established in 1946; it was affiliated to Gordon Memorial College (now University of Khartoum) and was known as the Designing School.
In 1951, the college merged to Khartoum Technical Institute, renamed as Fine and Applied Arts Scool.The library collections were included in the
main collections of the institute. In 1975, the Fine and Applied Arts College Library was established, and in 1990 it had been within the group of the Sudan University of Science & Technology libraries. It is the sole library that is specialized in arts in the Sudan.

Its space is 120 sq.m., and it receives 101 students.

Its collections are (6831) in Arabic and English.

Address: Khartoum, Sudan University of Science & Technology, Fine and Applied Arts College library, PoBox 407, Tel & Fax 83 790480.

The site: Western Khartoum, al-Mugran, The University Headquarters, e-mail: FINEARTLIB@HOTMAIL.COM

4-Education College Library:

Its start coincided with the establishment of the education studies in 1969, as a small section affiliated to the building department in Khartoum Technical Institute, and it was merged into High Institute of Technical Teachers in 1971 the library was annexed to the libraries unit at that time.

When Khartoum Technical Institute merged to Khartoum Polytechnic in 1975, an audiovisual library was established in the college and it was a part of the Engineering and Scientific Studies College library, the paper library was annexed to the Fine and applied Arts College library till 1987 and in 1990 with the establishment of the Education College the library was settled in a narrow space in the old building of the college, when the library collections increased it is transferred again to the Libraries Unit building. It shared the building with the library of Sciences College till 2002 and in 2003 the library was shifted to the current building in the Education College premises. The library was enlarged according to the developments in its studies in area of bachelor and graduate studies.

The collections: (12385) in Arabic and English.

Its space is 200 sq.m. and it accommodates 120 students.

Address: Khartoum, Sudan University of Science & Technology, Education College library, PoBox 407, Tel 83 781985. FAX 83788748

The site: Western Khartoum, al-Mugran, The University Headquarters, e-mail: @hotmail.comfedu

5-Technology College Library:

Its appearance coincides with the Khartoum Technical Institute establishment in 1950; it had a collection of books in various specializations. In 1992 its collections was distributed between the engineering and business college libraries, with the college development and the increase in the student’s numbers, the current library was established in 1999.
Its space is 324 sq.m. and it accommodates 315 students.
The collections (14222) in Arabic and English.
Address: Khartoum, Sudan University of Science & Technology, Technology College library, PoBox 407, Tel 83 767417
The site: Western Khartoum, al-Mugran, The University Headquarters, e-mail: DEVELOPMENTLIB@HOTMAIL.COM

6- Total Quality Library:

The center of Total Quality was established under the decision of the University Senate in its meeting in 6/2/2000 No 59/2000 as one of the University’s research and training institutions to carry out the task of total quality and excellence studies and it library was established in 2008, it offers its services to the graduate students. Its space is 60 sq.m. and accommodate 72 students.
The collections : (654) in Arabic and English.
Address: Khartoum, Sudan University of Science & Technology, Total Quality library.
The site: Western Khartoum, al-Mugran, The University Headquarters, The graduate College Building.

7- Laser Institute Library:

It is one of the new libraries in the university for the institute is newly established in 2002. Its space is 24 sq.m. and it receives 18 students.
The collections: (1681) in Arabic and English.
Address: Khartoum, Sudan University of Science & Technology, Laser Institute Library. PoBox:407 Tel.:799527. e-mail: LASERLIB2004@HOTMAIL.COM
The site: Western Khartoum, al-Mugran, The University Headquarters.

8- Institute of Islamic Sciences and researches Library:
The library was established in 2003 to serve users in Sudan University of Sciences & Technology generally, and the group of Islamic studies users as one of the university requirements especially. Its space is 19x17 and it accommodates 67 students.
The collections: (6228).
Address: Khartoum, Sudan University of Science & Technology, Institute of Islamic Sciences and researches Library. PoBox: 407 Tel.:8376895. e-mail: ISLAMICLIB@HOTMAIL.COM
9- Languages Colleges Library:
The idea appeared when the Arabic books were transferred from the Fine Arts library to its current location which had been the English Language Department office in 13/7/2004. The library started with a small group of Arabic books in addition to some English references, its narrow space was enlarged and French references were added. Its inaugurated in 4/5/2005. Its space is 48 sq.m. and it accommodates students.
The collections: (5159)
Address: Khartoum, Sudan University of Science & Technology, Languages College Library.
PoBox: 407 Tel.: 777813, ext 1220, 799322, ext 249-83
email: LANGUILIB@HOTMAIL.COM
The site: Western Khartoum, al-Mugran, The University Headquarters.

Engineering College Library:
It is established since 1964 as a library of the Technical College and in 1975 after the emergence of Khartoum Polytechnic, the college was affiliated to it and the library represented the Engineering College - the Southern Branch after the emergence of Sudan University of Science and Technology, all the Engineering College departments in the Western Branch were shifted to the Southern Branch and the library became the sole library for the Engineering College.
Its space is 30.5x15.5 sq.m., and it accommodates 360 students.
The Collections: (16569) in Arabic and English
Address: Khartoum South, Aldium Alshargia, Engineering College Library.
PoBox: 72 Tel.: 479945 email: engineeringlib@hotmail.com
The site: Southern Khartoum, al-Amarat, 61 st.

11-Petroleum Engineering and Technology College Library:
It is established in 2004 after the emergence of Petroleum Engineering and Technology College which had been a department of the Engineering College.
Its space is 72 sq.m., and it accommodates 50 students.
The Collections: (3435) in Arabic and English.
Address: Khartoum South, Aldium Alshargia, Petroleum Engineering and Technology College Library.
PoBox: 72 Tel.: 83493196-email: PETRLLIB@hotmail.com
The site: Southern Khartoum, al-Amarat, 61 st.
13-Drama and Music College Library:
It is established in 1970 when it was affiliated to the Institute of Music and Drama, and then it was affiliated to the Sudan University of Science and Technology to be one of the university’s libraries in 1991. Its space is 13x17sq.m, and it accommodates 60 students. The Collections: (8739). Address: Khartoum South-Industrial Area- Drama and Music College-The Library. E-mail: musiclib@hotmail.com. The site: Khartoum South-Industrial Area- East of the Sudanese Mint Company.

14- Forests and Pasture Sciences Library:
It is established in 1973 as a small library affiliated to the Forests Experts College-Forests Department; in 1975 it was annexed to Khartoum Polytechnic and was being a section of Agricultural Studies College, and named Forests Technicians Section. In 1990 it became the College of Forestry Sciences. In the Sudan University of Science and Technology. Its space is 18x20 sq.m., and it accommodates 86 students. Collections: (5519) in Arabic and English. Address: Khartoum - Forests and Pasture Sciences Library: College-The Library. PoBox 6146, Tel 83387829.FAX 249-183-774559 E-mail: forestlib@hotmail.com. The site: Khartoum-Suba-East to Suba University Hospital.

15- Agricultural Studies College Library:
It is established with the mergence of Shambat Agricultural Institute in 1954, and in 1975 it was annexed to Khartoum Polytechnic as the College of Agricultural Studies, and been one of the Sudan University of Science and Technology colleges in 1990. Its space is 15x31 sq.m., and it accommodates 171 students. The Collections: 10010 in Arabic and English. Address: Khartoum North- Shambat- Agricultural Studies College-The Library. PoBox 71, Tel311179. E-mail: agrilib@hotmail.com. The site: Khartoum North-Shambat- North to the Parachute Corps.

16-Engineering College Library- The Northern Branch:
The Institute of Textiles Technicians in Khartoum North was established in 1971, and it became one of the Engineering College departments in 1975 and after emergence of the Sudan University of Science and Technology in 1990, the library was established as a part of the Engineering College. Its space is 126 sq.m., and it accommodates 65 students.
The Collections : (3468) in Arabic and English.
Address: Khartoum North- The Engineering College-The Northern Branch-The Library. Tel. 311395.
E-mail: textilelib@hotmail.com.
The site: Khartoum North-Industrial Area.

17- Water and Environmental Engineering College Library:
The library was established in 1962 to serve the students and staff of Wad Almagbul Technical Institute of Earth Sciences which was affiliated to Ministry of Energy and Mining, then to the Ministry of Water Resources. In 1994 the institute was affiliated to the Sudan University of Science and Technology and upgraded to a college in 2001. Its space is 250 sq.m., and it accommodates 99 students.
The collections: (4688) in Arabic and English.
Address: Khartoum North- Water and Environmental Engineering College Library -The Library.PoBOX 352- Post code 13311
E-mail: waterlib@hotmail.com.
The site: Khartoum North-Alkadaro (Um Algura-South).

18- X Ray Sciences College Library:
Since the emergence of the X Ray Institute in 1933 and it affiliation to the Ministry of High Education in 1977, the library had been a small unit under the supervision of a member of the staff. In 1981 with the increasing in books number and students a librarian was recruited to manage the library. In 1995 the institute was merged into the Sudan University of Science and Technology and named X Ray Sciences College. The library space is 200 sq.m., and it accommodates 119 students.
The collections: (3169) in Arabic and English.
Address: Khartoum East- Sudan University of Science and Technology - X Ray Sciences College –The Library.PoBOX 1908- Tel: 717818
E-mail: xraylib@hotmail.com.
The site: Khartoum East- Baladia and Alimam Almahdi Junction.

19- Veterinary and Animal Husbandry College Library:
The Institute of Veterinary and Animal Husbandry Technicians was established in 1972 and in 1975 under the name of the Section of Veterinary and Animal Husbandry Technicians, it was affiliated to Khartoum Polytechnic as a department of Agricultural Studies College, and in 1991 it emerged as Veterinary and Animal Husbandry College. The library space is 444 and it accommodates 162 students. The collections: (7575) in Arabic and English. Address: Khartoum North- Sudan University of Science and Technology – Veterinary and Animal Husbandry College The Library. PoBOX 204- Tel: 85 381377, 65 481 657. E-mail: medicalvetlib@hotmail.com The site: Khartoum North- Hilat Kuku.

20 - Communication Sciences College Library:
It was established in 2006 and was hosted in Fine Arts library; in 2011 it was transferred to its new site in the college. Its space is 4x8 sq.m., and it accommodates 18 students. The collections: (4137) Address: Khartoum South-Industrial Area- Communication Sciences College -The Library. E-mail: commuiclib@hotmail.com. The site: Khartoum South-Industrial Area- East of the Sudanese Mint Company.

Cataloguing System used in the University’s libraries

Library materials are catalogued according to Anglo-American Cataloguing Rules. Cataloguing falls into:

**Descriptive Cataloguing:**
It is the physical description of the book; describing the author, title, the publisher, and the book size. Description is according to International Standard Bibliographical Book Number which is known as ISBN, it is an international system known to all libraries circles.

**Subject Cataloguing:**
It is the analysis of the subject content of the information resources. Generally, the descriptive cataloguing, classification and subject cataloguing are the most important technical services that are carried out by the cataloguing department so as to process, store and retrieve various information resources.
Cataloguing work is carried out by a specialized team in library sciences, equipped by the available work tools.

**Classification system used in the university’s libraries:**
Classification is a Latin word denotes *class* or *category* to which belongs every individual of the society, where the people were divided into six classes according to a certain principles; it is the wealth that is owned by the individual and his importance to the rest of the people- class is a set of things bearing one property alike between them (this property is present in every member of the class) e.g.: humans can be classified according to colour, gender and national factors…so we can classify things according to any rule or principle that is suits us and the system or scheme that we desire to make. Classification gathers the like things and separate the unlike things. The word *classify* means the process of arranging things or ideas in groups according to their degree of likeness and according to special principles and rules. Book classification is the art of defining the subject of the book and assigning a classmark to this subject from the classification scheme used by the library, it is the art of discovering the subject of every publication. The department carries out the classification of all the university libraries’ materials using Dewey Decimal Classification that divides human knowledge into ten main classes, then into other ten ones to be one hundred which also is divided into ten subdivisions to be one thousand classifying human knowledge to its most tiny parts.
The ten main classes are:
000 Generalia
100 Philosophy
200 Religion
300 Social Sciences
400 Languages
500 Pure Sciences
600 Applied Sciences
700 Arts
800 Literatures
900 Geography, History and Biography
Example: 600 stands for technology, 610 stands for medical sciences and 611 stands for anatomy, cytology etc., this work of classification is carried out by the same team that carries out the cataloguing work.
The Automated Cataloguing system
In The Library Deanship

Prelude:
The university Libraries began the task of computerization since 1983 where it began with microfiche system collaborating with the Irish Project. After the emergence of the pre-made programs, the university turned to the CDS/ISIS, it is a general system to store and retrieve data promoted by the UNESCO, and designed to manage the bibliographical data bases, and this had been in 1999. This system was developed within the WINDOWS programming and the WEB to a version WIN/ISIS then to WEB/ISIS. In2005 the Computer Center designed a system continued till 2011 but it didn’t conform to the international standards and had been stopped in 12/7/2011. In that time the university offer a proposal to the UNESCO to support and sponsor a system for managing the libraries and the organization approved it., where the open source systems were approved and after verification, the KOHA system was assigned for the conventional libraries and Dspace for the digital ones, that task was committed in collaboration with the University of Khartoum and Alnaileen, the work began in 2012. Reaffirming the standardization of the libraries cataloguing data, the deanship shared in the Unified Arabic Catalogue and the LIBRARY OF Congress Catalogue in 8/10/2011 and the work on the transferred cataloguing began in 17/11/2011 and that after intensive training courses for all the libraries staff, librarian and attendants. The training on Koha began in 1/4/2012 and in 27/5/2012a new server was bought with high specifications to meet the new system needs and to ensure its continuity for the huge size of data processed and multiplicity of the libraries, taking into account the total of the forms amounted to 740 376 for 25 libraries and the university information centre.
Library Deanship

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A training course on the digital content management (D space).
The Library Affairs Deanship presents a book show for the books purchased from Cairo International Book Show.
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The News

Sudan TV interviews the Libraries Affairs Deanship about the Unified Arabic Catalogue:
The National TV will interview this morning 13/11/2013 at 8:30 p.m. Ustaza Manal, the head department of information of the Libraries Affairs Deanship, about the university contribution in Unified Arabic Catalogue and the university acquiring the prize…

The Dean of the Libraries Affairs Deanship receives the Prize of distinction of contribution in the Unified Arabic Catalogue:
His excellency D. Ahmed al-Tawfeeg, the Endowment Moroccan Minister, and D. Alhassan al-Daaudi, the Higher Education and Scientific Research Minister in Morocco, and his Excellency D. Mohammed Alamin al-Subhi, the Moroccan Culture and Deputy G. Supervisor of the King Library…

The Deleng University Vice Chancellor congratulates the university Vice Chancellor on the prize achievement by the Libraries Deanship:

The Deleng University Vice Chancellor congratulates the university Vice Chancellor on the prize achievement by the Libraries Deanship

A training course on the digital content management (D space):

The Libraries Deanship organized a training course in the Computer Center laboratories on the digital content management (D space) in collaboration with Uof K and Alnaileen University in the context of the aid of the UNESCO. It is noteworthy that the first part…