



Annual Report of the Deanship of Library Affairs

1438 H / 1439 H



﴿اقْرَأْ بِاسْمِ رَبِّكَ الَّذِي خَلَقَ ﴿١﴾ خَلَقَ الْإِنْسَانَ مِنْ عَلَقٍ
﴿٢﴾ اقْرَأْ وَرَبُّكَ الْأَكْرَمُ ﴿٣﴾ الَّذِي عَلَّمَ بِالْقَلَمِ ﴿٤﴾ عَلَّمَ
الْإِنْسَانَ مَا لَمْ يَعْلَمْ ﴿٥﴾﴾

(سورة العلق)

In the Name of Allah, the Most Beneficent, the Most Merciful.

Read! In the Name of your Lord, Who has created (all that exists) (1)

Has created man from a clot (a piece of thick coagulated blood) (2)

Read! And your Lord is the Most Generous (3)

Who has taught (the writing) by the pen (4)

Has taught man that which he knew not (5)

Surah Al-Alaq (The Clot)



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A word from the General Manager

It is my pleasure to present the annual report of the Deanship of Library Affairs for the academic year 1438 H / 1439 H. It is the result of the plenty of efforts, achievements and activities carried out by the staff of the Deanship so as to fulfil the mission and objectives of the University. It pleases me to express my sincere thanks and appreciation to His Excellency, the Rector of the University and His Excellency, the Vice Rector for Higher Studies and Scientific Research for their continuous support to our Deanship. I am also pleased to express my thanks and gratitude to all the staff members of the Deanship of Library Affairs for their efforts in serving our premier libraries of the university. Also, I wish to express my thanks to our colleagues in the Development and Quality Unit of the Deanship for their efforts in preparing this report.

General Manager of the Deanship of Library Affairs

Dr. Abdullah Bin Mohammed Al-Muneef



About the Report

The annual report of the Deanship of Library Affairs was prepared at the end of the academic year 1438 H / 1439 H. It was done by collecting the data from the various units and sections of the Deanship, analyzing it, and arranging and presenting it in this report. It consists of seven sections:

1. Introduction of the Deanship.
2. Organizational Structure, Administrative Decisions and the Committees Formed.
3. Holdings of the University Libraries and Achievements.
4. Technical Support and Office Services: Their Achievements.
5. Manpower.
6. Activities and Events.
7. Key Performance Indicators.

Supervisor of Development and Quality Unit

Khalid Bin Ahmed Al-Rakban



Section I: Introduction of the Deanship



**Table (1)-: University Libraries: Facts and Figures**

▶	The first university library	Established in 1377 H / 1957 AD alongside the establishment of the university
▶	Number of libraries established by the university throughout its history	18 libraries besides the libraries of the university branches outside the Riyadh region
▶	Deanship of Library Affairs	Established in 1394 H / 1974 AD. Oversees all library affairs and works towards the achievement of its objectives.
▶	Current number of university libraries	12 libraries (2 central libraries in the university complex + 5 subsidiary libraries for the girls sections + 5 subsidiary libraries for the boys sections)
▶	Number of units, sections and branches in the Deanship	33 units and a section for technical operations, office services, administrative affairs and support services.
▶	Current number of employees	398 employees (male and female) including experts in libraries with the expertise in the field of library affairs and information, technicians and administrators. The number also includes 118 specialists in libraries comprising 24.62% of the total number.
▶	Total number of all learning resources	909660 Titles located in 2117229 volumes.
▶	Total number of Arabic and foreign books	709881 Titles of Arabic and foreign books, located in 1685079 volumes.
▶	Number of shared databases	157 full bibliographic databases
▶	Annual beneficiaries of the university libraries	900,000 beneficiaries per year according to the calculations of electronic security gates.
▶	The total area of libraries under the Deanship of Library Affairs	85436 square meters, containing 3145 seats for reading.
Work hours		14 hours

***Detailed data can be obtained from the Deanship website on the University portal.**

website :<https://library.ksu.edu.sa/ar>



Introduction:

King Saud University established its libraries in order to contribute to the realization of the goals of the university in three specific areas: education, scientific research and community service. Libraries play a leading role in supporting the educational process and in building important bridges so as to establish a relationship between the student, the teacher and the society. Hence, libraries are the main reference centers that provide academic information services to the university. They offer different services and provide the students, faculty members and the community alike with knowledge and information resources.

Inception of the Deanship:

The Deanship of Libraries was established in King Saud University in the year 1394 H (1974 AD). For the university libraries, an academic body came into existence to represent them in the university council. Thereafter, it became a department known as the 'Library Administration'. The Deanship oversees the technical and administrative operations of all the university libraries in the city of Riyadh. They comprise of two central libraries, ten subsidiary branches, technical department, administrative department and support services. In addition, the Deanship also owns the responsibility to represent the university at the local and international book fairs. Moreover, it represents the university at the national, regional, Arab and international levels on all occasions and events related to library activities and services.



Vision:

“Global excellence and Arab leadership in the field of libraries and information”

Message:

" Providing high-quality information services to support the educational and research processes at the university and the community levels by employing all that the libraries own in terms of sophisticated systems, distinctive human resources and purposeful partnerships locally and globally."

Objectives of the Deanship:

The Deanship of Library Affairs seeks, through coordination with the relevant authorities, to achieve the following objectives:

1. To develop the infrastructure of the university libraries in accordance with the global library standards.
2. To transform all university libraries by providing a complete technical environment.
3. To enhance the technical and administrative efficiency of the university library staff.
4. To contribute to the reinforcement of resources of scientific research, teaching and learning.
5. To cooperate with local and international libraries and to explore the scope and open up partnerships.
6. To build reading habits and promote quest for knowledge and research in the society.

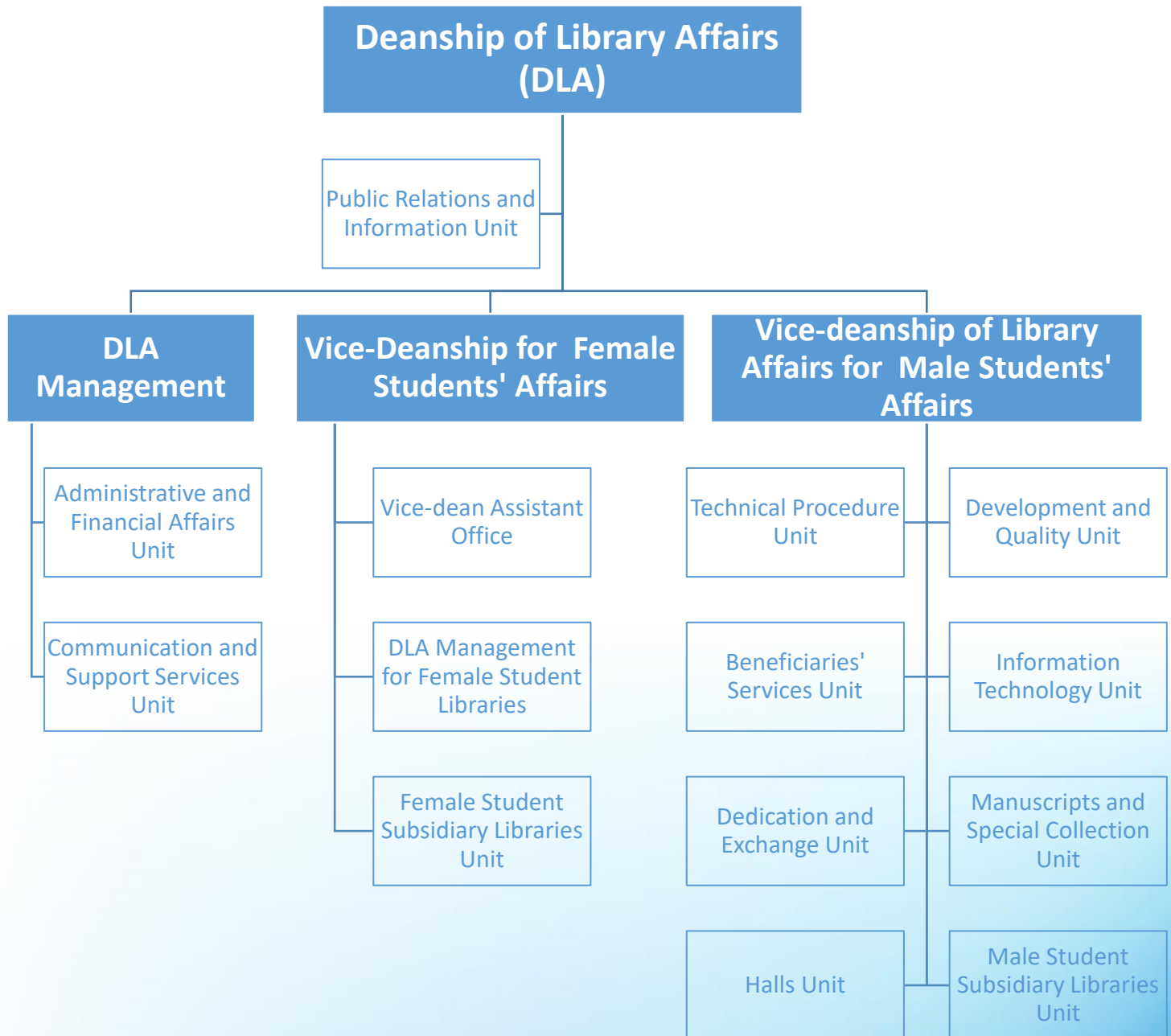
Section II:

Organizational Structure, Administrative Decisions and the Committees Formed





Administrative Structure of the Deanship of Library





A- Administrative Decisions:

The Rector issued a number of administrative decisions for the Deanship:

- Renewal of the appointment of Dr. Abdullah Bin Mohammed Al-Muneef as the General Manager of the Deanship of Library Affairs for one year from 4/11/1439 H.
- Renewal of the appointment of Dr. Fathia Bint Hussein Ibrahim Aqab as the Vice Dean for Library Affairs for two years starting from 24/11/1439 H.
- Renewal of the appointment of Dr. Salma Bint Mohammed Hossawi as the Assistant to the Vice Dean, Deanship of Library Affairs for Libraries (Female Students) for one year from 16/6/1439 H.
- Appointment of Dr. Saad Bin Abdulrahman Al-Arifi as the Vice Dean, Deanship of Library Affairs for Libraries (Male Students) for two years starting from 16/11/1439 H.



B- Committees:

Committee for the study of different offers for carrying out actions to procure through direct purchases:

The committee was formed as per the decision of the Rector of the University, No. 231774/57/2 dated 11/6/1437 H, to study the offers:

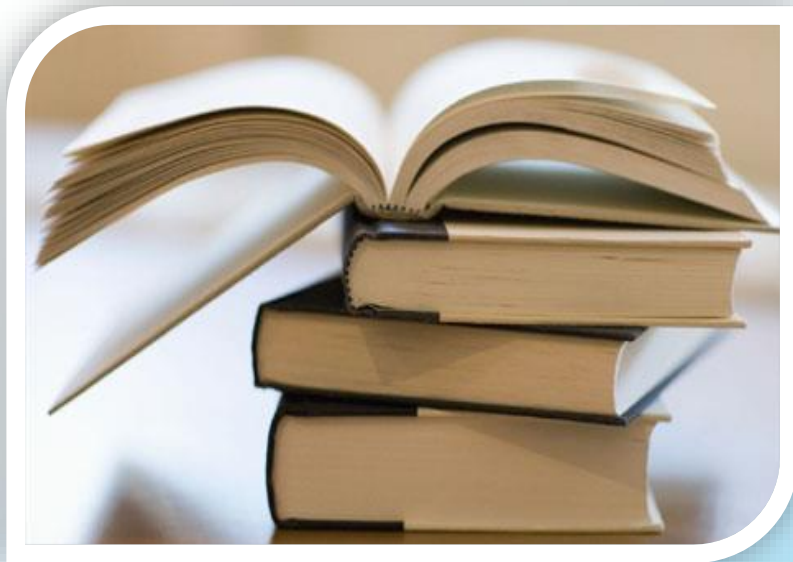
It included the committee members. They are:

1	Vice Dean, Deanship of Library Affairs for Libraries (Male Students)	Chairman
2	Manager, Administration	Member
3	Supervisor, IT Unit	Member
4	Supervisor of the Subsidiary Unit	Member
5	Supervisor of the Unit of Technical Processes	Member
6	Secretary, Vice Dean Libraries (Boys Section)	Secretary



Section III:

Holdings of the University Libraries and Their Achievements



Holdings of Information Resources:

First: - Books:

Books represent the fundamental assets of human knowledge in all disciplines. The total number of titles of books received by the university libraries through purchase or donation during the year 1438 H / 1439 H is 11271 titles of Arabic and foreign books in 47393 volumes of Arabic and foreign books. They are distributed as follows:

The data below shows the number of Arabic and foreign books received for university libraries through purchase or donation.

Table (2): Number of books received by the university libraries through purchase and donation during the year 1438 H / 1439 H.

Type	Arabic Books		Foreign Books		Total	
	Titles	Copies	Titles	Copies	Titles	Copies
Purchase	6241	36332	877	1773	7118	38105
Donation	4121	9252	32	36	4153	9288
Total	10362	45584	909	1809	11271	47393

-In the annual comparison of the number of books received by way of purchases and donations, for the years 1437 H / 1438 H and 1438 H / 1439 H, the ensuing difference reached (+1083) titles, (+1455) volumes.

Table (3): The annual comparison in the number of books received for the year 1438 H – 1439 H

Year	Arabic Books		Foreign Books		Total	
	Titles	Volumes	Titles	Volumes	Titles	Volumes
H1438 / H1437	8622	28173	1566	4690	10188	32863
H1439 / H1438	10362	45584	909	1809	11271	47393
Rate of change	1740+	17411+	657-	2881-	1083+	14530+

The total number of information resources that were secured and indexed by the Deanship of Library Affairs:

- The total number of book titles and periodicals that have been procured has reached 7604 (Arabic and foreign titles together), and the number of copies reaching 43162.
- The titles of both Arabic and foreign books and periodicals that have been indexed by the Deanship of Library Affairs has reached 7284, and the number of copies reaching 62005 (see table 4).

Table (4): The number of resources (both Arabic and foreign) that were procured and indexed by the Deanship for the Academic year 1438 H – 1439 H

	Resource Type	Books and Periodicals Procured		Total Books Indexed	
		Titles	Copies	Titles	Copies
1	Arabic Books	6241	36332	6241	36332
2	Foreign Books	877	1773	877	1773
3	Arabic Periodicals	166	1444	166	23900
4	Foreign Periodicals	320	3613	-	-
Total		7604	43162	7284	62005

- Based on the distribution to libraries, the number of titles of Arabic and foreign books acquired in the libraries of the University during this year has reached 709881 titles and located in 1685079 volumes. (see Table 5)

Table (5): The total number of Arabic and foreign books in the university libraries as per the distribution to libraries during the year 1438 H - 1439 H.

Library	Arabic Book Titles	Arabic Periodicals	Foreign Book Titles	Foreign Periodicals	Total Book Titles	Total Periodicals
King Salman Central Library	197490	579075	254616	494362	452106	1073437
Library of the Faculty of Medicine, King Khaled University Hospital (Male Students)	83	97	3171	4180	3254	4277
King Abdulaziz University Hospital Library (Male Students)	925	1295	4918	7572	5843	8867
Library of the Faculty of Applied Medical Sciences (Male Students)	68	89	1093	1710	1161	1799
Library of the College of Applied Studies and Community Service (Male Students), Nasiriyah.	2831	4406	168	210	2999	4616
Community College Library (Male Students), Riyadh – Malaz.	6925	15691	1184	2910	8109	18601
Library of the First Common Preparatory Year	6286	11930	578	1149	6864	13079
Central Library for Girls	120582	389009	84462	124576	205044	513585
Library of the College of Applied Studies and Community Service (Female Students)	9779	23293	1517	2485	11296	25778
College of Nursing Library (Female Students)	2	2	178	278	180	280
Library of the College of Dentistry for Female Students	169	323	3763	7868	3932	8191
Library of the College of Applied Medical Sciences (Female Students)	780	1393	8313	11176	9093	12569
Total	345920	1026603	363961	658476	709881	1685079

Second: - Periodicals:

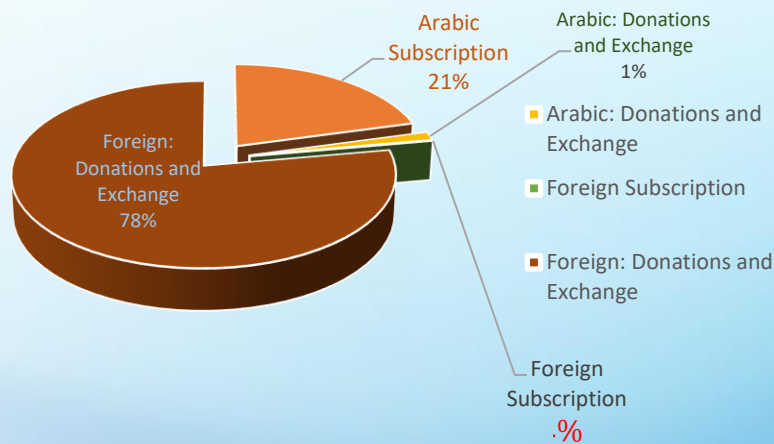
Periodicals are considered to be the most important sources of information in our contemporary world. That is because of their depth in the treatment of subject, their novelty, their modernity and their frequent issues. The total number of Arab and foreign periodical titles (paper edition) purchased by the Deanship for this year has reached 486 with the number of Arab and foreign periodical volumes reaching 5057 (as shown in Table 6).



Table (6): Number of Arab and foreign periodicals acquired in the university libraries for the year 1438 H - 1439 H

Type of Periodicals	Source of Acquisition	Number of Titles	Number of Volumes
Arabic Periodicals	Subscription	136	1350
	Donations and Exchange	30	94
Foreign Periodicals	Subscription	-	-
	Donations and Exchange	320	3613
Grand Total		486	5057

Arabic and Foreign Periodicals



Third- Government Publications:

Government publications are considered to be among the most important official information resources for researchers.

They cover the activities and achievements of various institutions and bodies, both local and international. The total number of titles of government publications so far is 129,751, both in Arabic and in foreign languages, as shown in Table 7.



Table (7): The total number of government publications in the university libraries for the year 1438 H / 1439H

Type	Titlewise Number		
	Arabic	Foreign	Total
Government Publications This Year	35	4	39
Last Year Total	-	-	129712
Current Total	-	-	129751

Fourth: Manuscripts:

Recognizing the importance of antique Islamic manuscripts and their importance in the field of contemporary scientific research, the university administration established a section on Arabic manuscripts in 1390 H. It deals with collecting and preserving the manuscripts in their original shape. The section is responsible for preserving, maintaining, and indexing them. They are maintained so as to make them available for researchers. The number of ancient manuscripts and documents in the university libraries has reached 89525 this year (as shown in Table 8).



Table-8: Number of manuscripts and documents in the university libraries for the year 1438 AH / 1439 H

Type	Number	Total
Original manuscripts	11414	82827
Non-original manuscripts photographed on digital media and microfilm	69380	
Manuscripts photocopied on paper	2033	
Original documents	4861	6698
Photocopied documents	1837	
Grand Total		89525

Fifth-: Memorial Libraries:

Some Special libraries were donated by some of the political, social and literary figures of Saudi Arabia. A hall has been allocated on the third floor, which houses all these libraries that include: Library of the learned Khairuddin Zarkali, Sheikh Ahmed Aqeeli Library, Sheikh Mohammed Bin Abdul Rahman Al Obeikan Library, Sheikh Omar Bin Hassan Al-Sheikh Library, Dr. Abdul Aziz Al-Khuwaiter Library, and Dr. Noura Al-Shamlan Library. The total number of commemorative books has reached 1337 Titles, in 17882 volumes.

(see Table-9)



Table (9): Number of Memorial Libraries in the University for the year 1438 H / 1439H

Type	Titles	Volumes
Library of the learned Khairuddin Zarkali	2099	3050
Sheikh Ahmed Aqeeli Library	663	987
Sheikh Mohammed Bin Abdul Rahman Al Obeikan Library	627	1001
Sheikh Omar Bin Hassan Al-Sheikh Library	1041	1711
Dr. Abdul Aziz Al-Khuwaiter Library	7630	9578
Dr. Noura Al-Shamlan Library	1277	1555
Total	13337	17882

Sixth-: Rare Publications:

Rare publications are the publications done in the first 100 years from the advent of the printing press in any country of the world. This time range is reduced to 50 years for the countries which joined the printing era very late such as the Gulf States. The rare publications are kept in the 'Special Collection Section' on the third floor of King Salman Central Library building. The total number of rare books available in the university libraries is 4599 Titles and 9082 volumes. (as shown in Table 10)



Table (10): Number of rare books in the university libraries for the year 1438 H / 1439 H.

Type	Titles	Volumes
Rare Arabic Books	4049	8229
Rare Foreign Books	550	853
Total	4599	9082

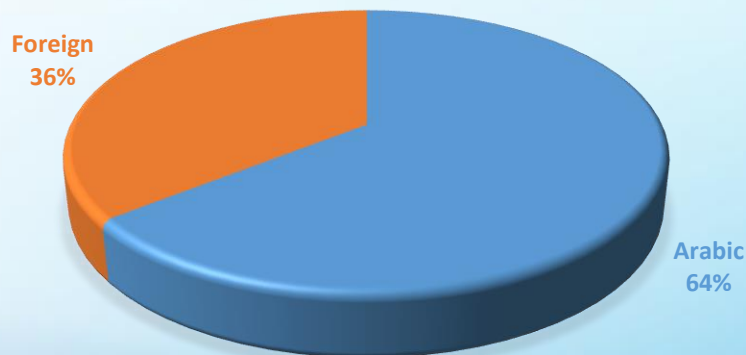
Seventh-: Theses:

Papers or the University Dissertations are among the strongest sources of information. As a result of the employment of methodology and precision of judgement, they are the closest to the core of scientific research. The total number of University Dissertations, Arabic and foreign, is 15706 Titles, located in 53775 volumes. Table (11) shows the number of titles and volumes of university Dissertations in the university libraries for the year 1438 H / 1439 H.

Table (11): Number of University Dissertations in the university libraries for the year 1438H / 1439 H

	Titles	Volumes
Arabic Dissertations	9192	34588
Foreign Dissertations	6514	19187
Total	15706	53775

UNIVERSITY DISSERTATIONS



Eighth-: Microfilms:

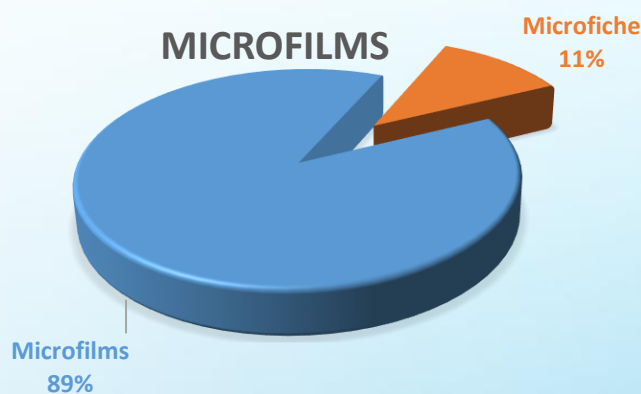
Microfilms are important sources of information. The total of the original and copied microfilms comes to 35,810 (photocopied in digital media and microfilms). They are kept in the manuscript unit for common benefit and use. The microfilms, present in the library, are categorized as follows:

- Microfilms of some rare publications.
- Microfilms of some university dissertations.
- Microfilms of some Saudi journals.
- Microfilms of some Arabic and foreign periodicals.

Table (12) shows the number of microfilms in the university libraries for the year 1438 H / 1439 H.

Table (12): Number of microfilms in the university libraries for the year 1438 H / 1439 H

	Number
Microfilms	31699
Microfiche	4111
Total	35810



Ninth: Newspapers and Press related Information:

The daily newspapers are considered to be an important source of information. This is due to their basic role in tracking current affairs, various events, and all that is related to current activities and incidents. Table 13 shows the number of local newspapers and the number of copies in the university libraries for 1438 H / 1439 H.



Table (13): Number of local newspapers in the university libraries for the year 1438 H / 1439 H

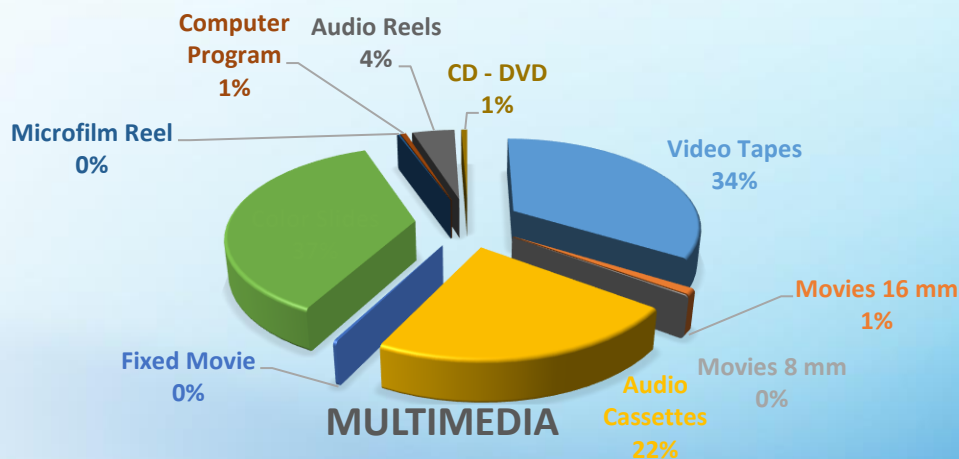
Type	Number of Titles	Number of Copies
Local Newspapers	15	198
Local and Cultural Magazines	4	468
Total	19	210

Tenth-: Multimedia:

Multimedia is counted as one of the most important sources of information. It is one of the modern resources as well. The total number of holdings of both the Multimedia Unit and the Medical College library including video tapes, films, cassette, color slides and radiology films has reached 18491 learning materials. (Table 14 shows the number of multimedia resources in the university libraries)

Table (14): The total number of multimedia items available in the university libraries for the year 1438 H / 1439 H

Type	Number	Item
Video Tapes	6260	Tape
Movies 16 mm	186	Movie
Movies 8 mm	28	Movie
Audio Cassettes	4155	Tape
Fixed Movie	49	Movie
Color Slides	6770	Slide
Microfilm Reel	36	Reel
Computer Program	102	Disc
Audio Reels	794	Reel
CD - DVD	111	Disc
Total	18491	Information Material



Eleventh-: Maps:

Maps are critical information materials for researchers in many areas of human knowledge, such as geography in social sciences, and geology in the natural sciences. The Map Unit on the third floor of King Salman Central Library includes 638 titles in about 893 copies. They also include maps of the major regions and provinces of the Kingdom, a map of the villages and the deserts in the Kingdom, a map of the Arab countries, a world map of all the countries in Arabic language and a world map of all the countries in English. The Unit also includes a number of Engineering Plans for the regions of the Kingdom and many Atlases. The Maps Unit was provided with a collection of selected maps of various sizes and situations and this was done with a purpose to present distinguished services to the library visitors and other beneficiaries.





Twelfth-: Aggregate Number of Holdings:

The aggregate number of holdings of the University libraries including all information resources has reached 909660 titles in 2117229 volumes. (See table-15 below)

Table (15): The total number of information resources in the university libraries for the year 1438H / 1439H

Resource	Titles	Volumes
Books	705282	1675997
References	25503	141920
University Dissertations	15706	53775
Manuscripts	89525	89525
Maps	638	893
Microfilms	35810	35810
CDs	12031	16932
Government Publications	1679	1890
Periodicals	377	24926
Newspapers and press information	19	47988
Multimedia	18491	18491
Rare publications	4599	9082
Grand Total	909660	2117229

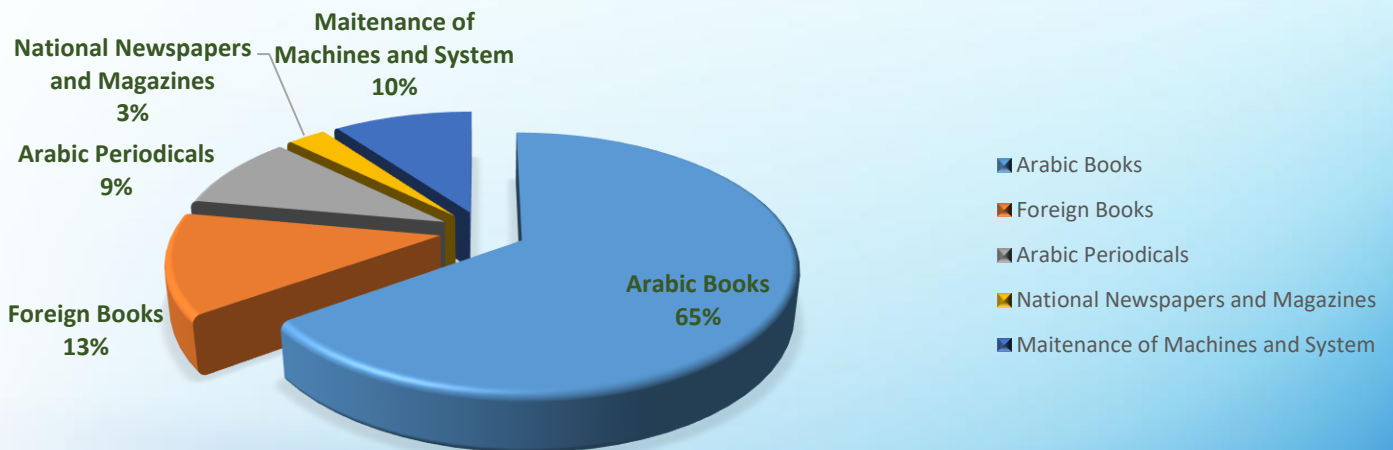
Thirteenth-: Budget for spending on information resources and maintenance of the system:

The total amount spent on the purchase of information resources and the maintenance of the system in different libraries of King Saud University for the year 1438 H / 1439 H is about 3,716,967 Riyals. (as shown in the table below)

Table (16): Total amounts spent on the Purchase of Information Resources and System Maintenance for the year 1438 H / 1439 H

S. No.	Resource Type	Amount in Saudi Riyals
1	Arabic Books	2,419,808
2	Foreign Books	475,672
3	Arabic Periodicals	350,000
4	National Newspapers and Magazines	101,487
5	Maintenance of Machines and System	370,000
Grand Total		3,716,967

TOTAL AMOUNTS SPENT ON THE PURCHASE OF INFORMATION RESOURCES AND MAINTENANCE OF SYSTEM





Section IV:

Technical Support and Office Services: Their Achievements





University Libraries Services:

The University Libraries provide technical support, guidance and library services to all its visitors at its 12 libraries (2 central libraries in the university complex, 5 libraries for female students and 5 libraries for male students). Scientific research tools (paper and electronic) are made available to all researchers. All university libraries use the open shelving system for the most information resources so as to facilitate their users. The computerized system (Symphony) of the university libraries is one of the most important means to search the desired book from the collections of Arabic and foreign books and references which cover most of the areas and topics of human knowledge. The total area of all the libraries under the Deanship, Library Affairs is 85436 square meters, having 3145 seats for reading. Table (17) shows the area and the number of seats in the university libraries for the year 1438 H / 1439 H.

Besides researchers, the university libraries offer their services to the university employees, male and female students, faculty members and staff. The number of university library visitors benefiting during this academic year of 1438 H / 1439 H has reached 900,000. (As is shown in Table-18)

Working Hours at the Central University Libraries

Central Library for Female Students in the University Complex

8050235 _ 8050529 _ 8052208

Email: libraryrs@ksu.edu.sa

8 a.m. to 4 p.m.:Sunday to Thursday
8061000 Direct Number of 'University Libraries':

King Salman Central Library

4676148 :Tel

Email: library@ksu.edu.sa

8 a.m. to 9 p.m.:Sunday to Thursday
(Men) 2 p.m. to 9 p.m.:Friday
(Families) 8 a.m. to 5 p.m.:Saturday



Table (17): Area and the number of seats in the university libraries during the year 1438 H / 1439 H

Name of the Library	Area in Square Meters (m ²)	No. of Seats
King Salman Central Library	52000	1500
Central Library for Girls (Dariyyah)	27250	1018
College of Medicine and King Khalid University Hospital Library	1584	82
King Abdulaziz University Hospital Library	263	18
College of Applied Medical Sciences (Dariyyah)	130	25
College of Applied Studies and Community Service - Nasiriyah	420	50
Community College Library – Sitteen Street, Malaz	500	20
Library of the First Common Preparatory Year	682	140
Faculty of Nursing Library (Girls)	160	46
Library of the Faculty of Applied Studies and Community Service - Olaisha (Girls)	2027	141
Library of the Faculty of Dentistry (Girls)	200	50
Applied Medical Sciences Library - Olaisha (Girls)	220	55
Grand Total	85436	3145



Table (18): Number of visitors to the libraries of King Saud University during the year 1438H / 1439H

S. No.	Library Name	Figure Daily	Figure Monthly	Figure Yearly
1	King Salman Central Library	1200	36000	432000
2	Women's Hall of King Salman Central Library	9	180	2160
3	Central Library for Girls (Dariyyah)	1500	30000	360000
4	College of Medicine and King Khalid University Hospital	90	1800	21600
5	King Abdulaziz University Hospital Library	2	40	480
6	College of Applied Medical Sciences (Dariyyah)	25	500	6000
7	College of Applied Studies and Community Service - Nasiriyah	8	160	1920
8	Community College Library – Sitteen Street, Malaz	5	100	1200
9	First Year Shared Library	165	3300	39600
10	College of Nursing Library (Girls)	5	100	1200
11	Library of the College of Applied Studies and Community Service - Olaisha (Girls)	34	680	8160
12	Library of the College of Dentistry (Girls)	8	160	1920
13	Applied Medical Sciences Library - Alisha (Girls)	99	1980	23760
Grand Total		3150	75000	900000

Technical and Office Services and Achievements

First: Reference services

As mentioned below, the Reference Services Division provides a number of services to all its beneficiaries:

- It provides services with regard to reference and guidance to all its beneficiaries directly by way of attending the university libraries personally, or indirectly by telephone, fax or e-mail.
- It facilitates the use of the library by providing guidance on the appropriate paper references and also to teach its beneficiaries how to use them.
- It assists the researchers in identifying their concerned reference material by searching through the library's automated system.
- It provides training courses to the new students on how to use the library and its automated system.

Achievements in the field of reference services:

The total number of times reference services were provided to the beneficiaries (faculty members, students or students from outside the university) has reached 9051. In addition, 1834 calls were received and dealt with by the unified communications unit of the Electronic Reference Services. Table 19 shows the number of reference services provided during the year.

Table (19): Number of Reference Services for the year 1438 H / 1439 H

Service Name	No.
Figure extracted from reference books	40
Figure extracted from general books	3343
Figure extracted from scientific journals	5
Figure extracted from Scientific Studies (PhD / MSc Dissertations)	417
Figure extracted from Automated Search System (Automated Search)	426
Messages recorded electronically	300
Electronic Reference Service	1969
E-mails	700
Telephonic Communications	1834
Communications (Alert messages to beneficiaries on the last date of the loan)	17
Grand Total	9051





Second :Photocopying Services (of printed material)

The Photocopying Unit offers a range of services to the beneficiaries.

They include:

- Photocopy of printed materials from books, magazines and other information resources.
- Colored and non-colored photography.
- Printing, lamination and binding of catalogues, manuals, leaflets and departmental and administrative reports of the Deanship.
- Producing and laminating Thermal Cards.

Achievements in the field of photocopying materials:

The number of applications for photocopying, lamination and binding services has reached 8858 applications. (as shown in table-20)

Table (20): Breakdown of Photocopying Services for the year 1438 H / 1439 H

Service Name	No. of Applications
Photostat (by number of shots)	8758
Covering books, notes and reports	80
Binding	20
Grand Total	8858



Third: Newspaper and Press Information related services and achievements:

- The number of beneficiaries of the newspapers unit (128 researchers).
- The number of copies of press clips and microfilms (2545 copies).
- The unit provides many services to researchers including:
 - Service of access to the latest and old issues of local newspapers, including also the newspapers that have stopped their publication. The unit responds to inquiries from researchers inside and outside the university.
 - The unit provides a photocopied collection of local newspapers, both on paper and in microfilms.
 - The unit provides photocopies of press clips and microfilms.
 - Subscription of Saudi daily and weekly newspapers and local and Arabic cultural magazines.
 - The Digital Press Information Service (ZAD) is available to researchers through the Saudi Digital Library.
 - Distribution of newspapers and cultural magazines to subsidiary libraries.

Fourth: Special Needs Services:

The Special Needs Services Unit at the King Salman Central Library and Central Library for Girls provides a number of devices to students (male and female) with special needs for their educational and academic purposes (as shown in Table-21). The number of beneficiaries of the Unit at King Salman Central Library and Central Library for Girls has reached to about 607 students annually.



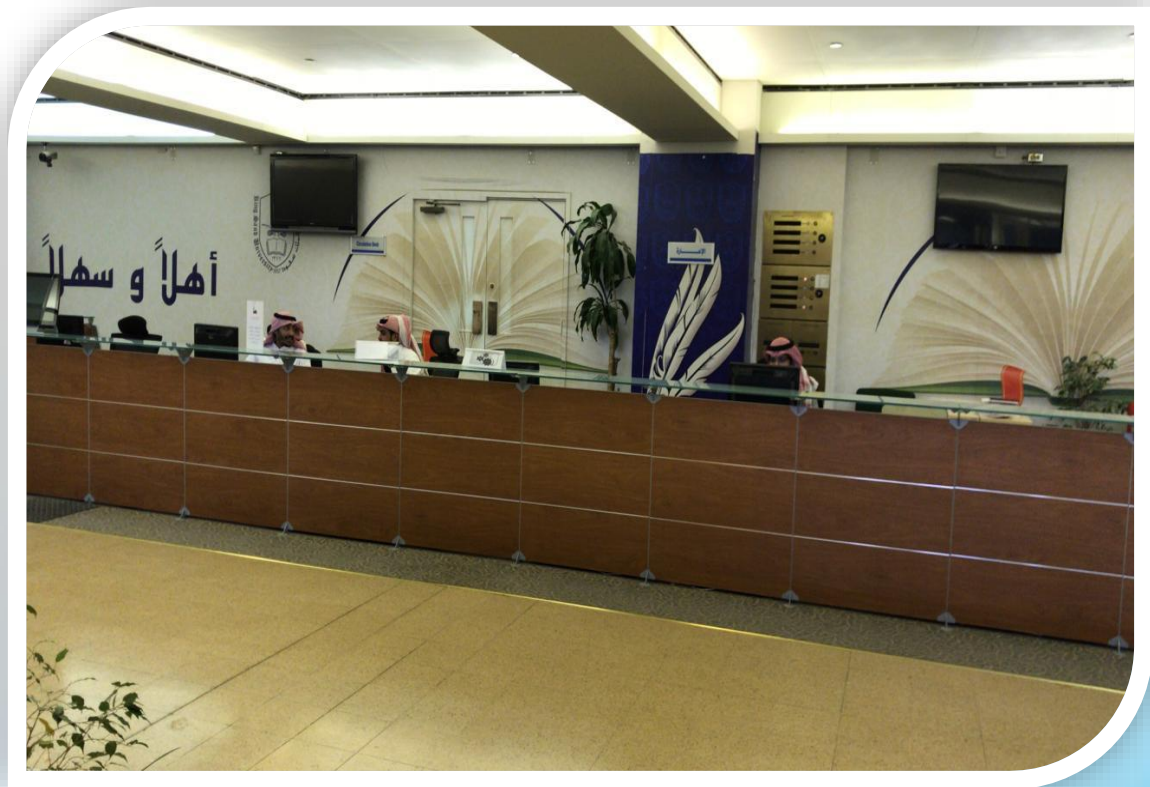
Table (21): Number of Specific devices at Special Needs Unit

S. No.	Device Name	King Salman Central Library	Central Library for Girls
1	A computer loaded with reading software (Jwes)	6	15
2	BRAIL SENS SYSTEM	3	10
3	Portable Magnifier	17	10
4	Magnifiers for Office	7	5
5	Camera reader converting texts from (PDF) to (Word)	9	3
6	Scanner reading device	8	3
7	Braille printer	2	1
8	Wireless Headset	44	-
9	Charging ports for wireless headphones	10	-
10	Broadcasting device with speakers	19	-
Grand Total		125	47

Fifth: Loan services and lending on exchange services between libraries:

The loan department staff provides the following services:

- Provision of lending services of books and various other sources of information for university employees, students, faculty members, staff, and for non-university researchers as well.
- Implementation of rules and regulations that ensure the preservation and timely return of these information resources.
- Registration of new beneficiary data in the automated loaning system.
- Provide service to the Inter-Library Loan (ILL) requests through the Reference section.



Achievements in the area of lending books

The number of books lent this year from the university libraries has reached 78907 books. Table (22) shows the loan data for the academic year 1438 H / 1439 H.

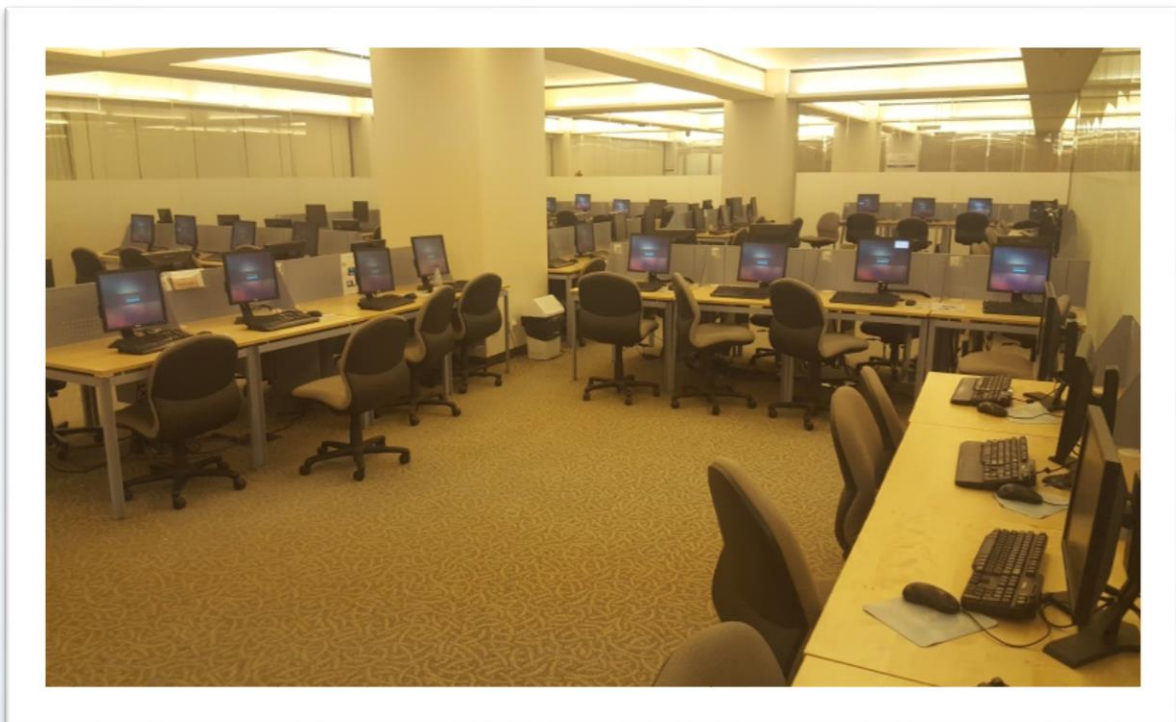
Table (22): Statistics of loan services for the year 1438 H / 1439 H.

	Faculty Members	Employees	Advanced Studies	Students	From outside the University	Total
King Salman Central Library	4184	1915	12770	10383	1548	30800
College of Medicine and King Khalid University Hospital Library (Boys)	27	94	1	37	0	159
King Abdulaziz University Hospital Library (Boys)	0	0	0	0	0	
College of Applied Medical Sciences (Boys) (Dariyyah)	21	8	0	57	0	86
College of Applied Studies and Community Service - Nasiriyah	0	3	0	16	0	19
Community College Library – Sitteen Street, Malaz	0	2	0	3	0	5
Library of the First Common Preparatory Year	22	6	5	309	2	344
Central Library for Girls (Dariyyah)	2392	1162	24889	15587	954	44984
Library of the Faculty of Applied Studies and Community Service - Olaisha (Girls)	102	54	321	1185	139	1801
Faculty of Nursing Library (Girls)	39	17	194	80	23	353
Library of the Faculty of Dentistry (Girls)	56	14	1	118	0	189
Applied Medical Sciences Library - Olaisha (Girls)	9	2	18	132	6	167
Grand Total	6852	3277	38199	27907	2672	78907

Sixth-: Automated Search Services:

All university libraries are provided with the units for automated search and internet services. So, it is possible to search the automated library systems and the electronic databases. The Deanship has therefore supplied 88 computers for automated searches at King Salman Central Library for all the library visitors. In addition, there are 57 Computers in the Automated Search Room at the Central Library for Girls. The Automated Search Unit provides the following services:

- It carries out searches and retrieves information through the automated system of university libraries or the Internet.
- It enables university staff to search and access the databases available in the university libraries.



Seventh-: Manuscript Services:

Within the framework of the services that are provided to researchers, the Manuscript Unit provides a number of services to all its beneficiaries. They are given below:

- The Unit provides access to manuscripts for researchers. It also offers, either directly or indirectly, all reference and research services with regard to manuscripts.
- It prepares and issues volumes of manuscript catalogs and classification.
- It copies manuscripts for researchers who need them for the sake of research or investigation. It is done by scanning or making microfilm.
- It provides training for students from the Department of Information Science on Manuscripts.
- It receives visitors and official delegations.
- It inputs written document data into the database.
- Digital photography of manuscripts and documents which have been purchased.
- Restoration and sterilization of manuscripts and documents in the special laboratory of the unit.
- Indexing and classification of original written documents or making short catalogs.
- Indexing and classification of manuscripts and documents on the subject of Arabic language and its sciences.





The achievements of the Unit of Manuscripts and Special Collections:

Table-23: Achievements of the Department of Manuscripts, 1438 H / 1439 H

Description	Number
Number of researchers who studied manuscripts and documents	60
Number of photocopying requests from researchers	60
Number of photocopies of scanned manuscripts or microfilm copies or printings	16290
Number of manuscripts converted to digital format	53
Number of manuscripts that have been sterilized and treated	3000
Original manuscripts that have been indexed and categorized	0
Original documents that have been indexed and categorized	299



Eighth: Achievements of the technical procedures:

1. Work was done on some information resources from the new index of Periodicals. Re-indexing of rare books with restricted access, maps, atlases and memorial libraries was done. Names and numbers of some volumes were changed in the automated system of university libraries. They have been shown in the table below.
2. Re-indexing of rare books with restricted access, memorial libraries, maps and atlases was done and technical operations were carried out on them.

Rare Books	Books with restricted access	Memorial Libraries	Maps and Atlases
8183	9654	4430	971

3. Conversion of some Arabic and foreign books in the automated system from the hall of General Books to the restricted access category. Technical operations were carried out.

Arabic Books	Foreign Books
315	417

4. Indexing and classification of Arab periodicals and newspapers was done and technical operations were carried out on them.

Arabic Periodicals	Newspapers
24926	89

Ninth-: Donations and Exchange Services:

Academic libraries play an important cultural role in the society and disseminate knowledge. The university, therefore, donates its publications (educational books and scientific journals) or exchanges them with universities, research centers and educational and scientific institutions at the national, Arab and international levels, so that the university publications are available to researchers in the academic and other fields around the world. Not to mention, the Deanship of Library Affairs at the University donates and exchanges scientific and humanities journals in all its disciplines: Arts, Education, Management, Natural Sciences, Agriculture, Engineering, Architecture and Planning, Computer Science, Languages and Translation, Tourism and Archaeology. Administration, Political Science and Dentistry.

Achievements of Donations and Exchange Services:

- The University donated 3059 printed copies from the publications of the university to 20 different scientific and educational institutions, comprising of 2890 books and 169 periodicals.
- In the field of exchange of publications, about 9785 printed copies (books, periodicals, etc.) from the publications of the university were sent to different research centers and scientific institutions inside and outside the Kingdom (as indicated in Table-24).

Table (24): Number of donations and exchange of university publications granted by the Deanship of Library Affairs during the year 1438 H / 1439 H

	Type	Books	Periodicals	Total
1	Donations	2890	169	3059
2	Exchange	9035	750	9785

- The total number of donations of Arabic and foreign titles made for the Deanship of Library Affairs consisting of books, periodicals and government publications has reached 4181 titles. The total number

of Arabic and foreign copies of the donations received has reached 13488 copies. Table (25) shows the number of titles and copies donated to the university libraries.

- The Deanship received 28 titles in 4200 copies of the university publications of books and periodicals published by the Department of Publishing and Printing at the university.

Table (25): Number of publications received as donations in the libraries of the University for the year 1438H / 1439 H

Type of Resource	Number of Arabic Titles	Number of Foreign Title	Number of Arabic Copies	Number of Foreign Copies
Books	3986	23	8892	27
Periodicals	100	5	325	5
Government Publications	35	4	35	4
University Publications	26	2	3900	300
Total	4147	34	13152	336
Grand Total	4181		13488	

- The number of governmental and non-governmental bodies donated to is 20 (internal and external), and the number of bodies with which their publications were exchanged is 55 (internal and external). Table No. 26 shows the number of bodies the Deanship donated to or exchanged with.

Table (26): Number of bodies the Deanship exchanged with and donated to in the year 1438 H / 1439 H

	Universities	Scientific Research Center	Bodies	Schools and Institutes	Organization	Total
Entities Donated to	3	10	2	3	2	20
Entities Exchanged with	37	12	4	1	1	55



Tenth-: Training Services and Technical Advice:

The Deanship of Library Affairs is always interested in providing training opportunities in its central and subsidiary libraries to the male and female students of the Department of Library Science and Information at the University. The Development and Quality Unit, in cooperation with the Central Library units and subsidiary libraries at the University, provides training services and technical advice. They are:

- Field training for students of the Department of Information Science at the university, and also for female students of the branches of the Deanship of Women.
- Holding short-term training courses to train students in the preparatory year at the university on how to use the library and benefit from its information resources.
- Holding training courses for faculty members and university students on how to use databases, whether at their colleges or at the university libraries.
- On request, the university libraries provide technical advice and office services to the national, Gulf and Arab bodies, institutions and ministries.

Achievements in Field of Training:

At the King Salman Central Library, field training was successfully conducted for 59 students from the Department of Information Science, in the Faculty of Arts. Also, training in computers was given to 18 female students at the Central Library for Girls. (As indicated in Table-27)

Table (27): Number of male and female students training at the university libraries for the year 1438 H / 1439 H

Male Students	Female Students	Total
59	18	77



Eleventh: Information Technology Services:

The Information Technology Unit at the Deanship offers a number of technical services. They are as follows:

- The unit supervises the automated system of the university libraries. It attends to the maintenance in breakdown situations. It keeps the system equipped with the latest integrated automated systems which conform with the international standards. In addition, it provides full internet support and assistance to the users of the system.
- It provides technical support and services to all the departments. It also maintains all the devices of the Deanship, makes the distribution of cabins and creates network points at the Deanship and at its branches.
- It provides and installs all the devices including computers, printers and other devices in the university libraries.
- It supervises the Deanship's electronic portal and updates its contents.
- It supervises the rules governing shared information, responds to the inquiries of the beneficiaries, and conducts training courses on these information rules.
- It Prepares and designs special programs to meet the needs of some departments of the Deanship.

Achievements in Field of Information Technology:

A. Allocation of computers to libraries and allocation of cabins and network points:

In view of the execution of information systems in the university libraries, it is necessary to provide information technology in a way that allows the systems to operate without interruption. Therefore, the number of computers has been increased so as to implement these systems. Hence, the number of personal computers distributed across all departments, units and subsidiary libraries has reached 770 (as

shown in Table-28), and the number of network points distributed across libraries and Departments of the Deanship has reached 1334 network points (as shown in Table 29).

Table (28): Distribution of computers across university libraries for the year 1438 H / 1439 H

S. No.	Place	Number of Devices
1	King Salman Central Library	481
2	Central Library for Girls	190
3	College of Medicine and King Khalid University Hospital Library	47
4	King Abdulaziz University Hospital Library	14
5	College of Applied Medical Sciences Library (Boys)	30
6	College of Applied Studies and Community Service	8
Total		770

Table (29): Distribution of cabins and network points across university libraries during the academic year 1438 H / 1439 H

S. No.	Place	Number of Cabins	Number of Switches	Number of Network Points
1	King Salman Central Library	15	50	1202
2	Central Library for Girls	6	10	130
3	Training Lab. At King Salman Central Library	-	1	2
Total		21	61	1334

B. Digital Information Resources:

The number of databases shared by the Saudi Digital Library (SDL) has reached 157 databases, and the number of digital journals has reached 16000 scientific journals (see table 30).

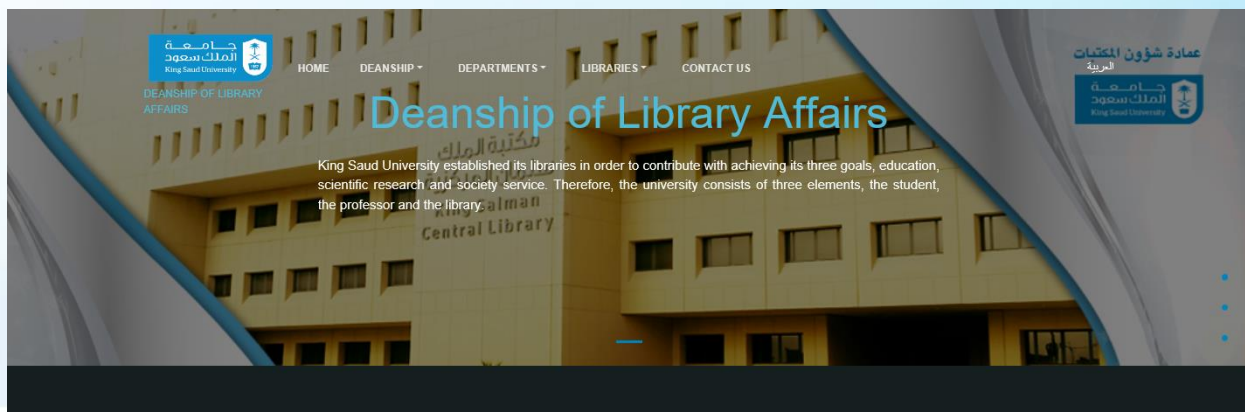
Table (30): Number of digital information resources:

S. No.	Digital Information Resources	Number
1	Number of Databases shared before (SDL)	157 databases
2	Number of Digital Journals (SDL)	160,000 Journals
3	Number of Electronic Foreign and Arabic Books (SDL)	550,000 E-Books
4	Number of Researches and Conferences (SDL)	9,000,000 Researches and Conferences
5	Number of Scientific Dissertations (SDL)	7,000,000 Dissertations
6	Number of Informative Multimedia (SDL)	7,000,000 Multimedia

C. The Deanship Online Portal:

The online portal of the Deanship of Library Affairs is one of the services offered by The Deanship of Library Affairs. It contains detailed information about the Deanship in general and the King Salman Central Library in particular. The portal also provides information about the subsidiary libraries of the Deanship.

<https://library.ksu.edu.sa>



It is worth noting that the supervision of the portal and updating of its contents is done periodically by the Information Technology Unit of the Deanship in coordination with the Department of the Portal of the University. The Portal includes the following:

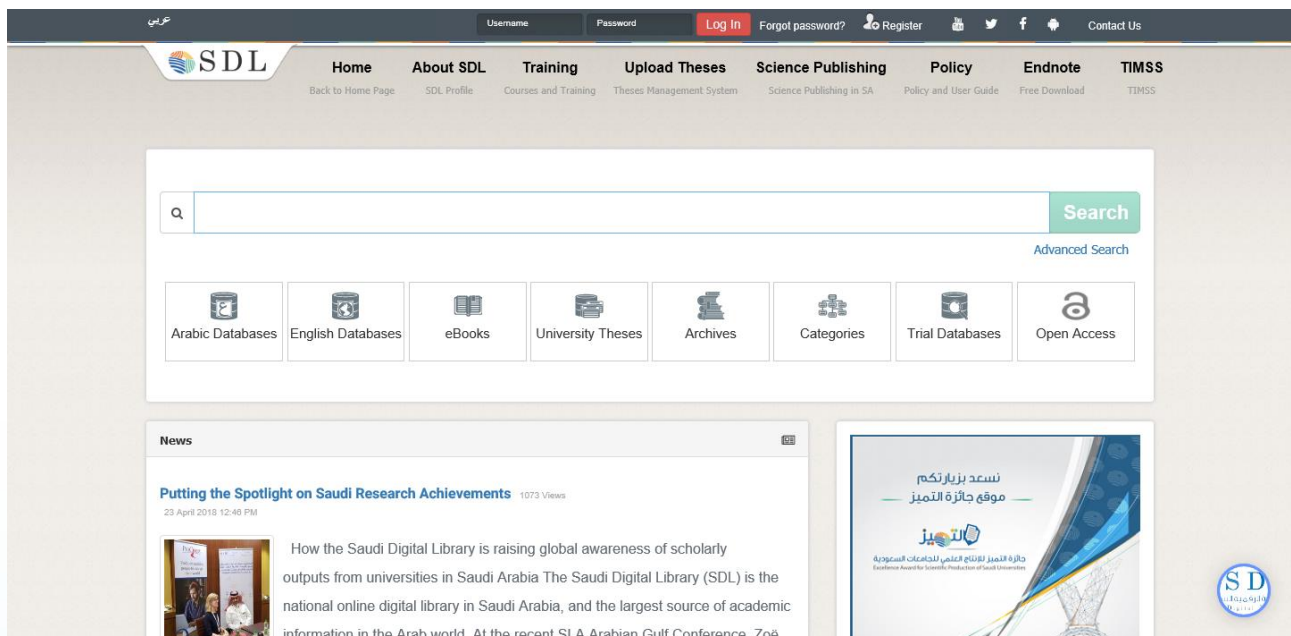
- Introductory Information about the Deanship of Library Affairs and its units, the subsidiary libraries of the University, the channels to communicate with the Deanship and the 'Forms' for its beneficiaries.
- Link to the electronic search in the online catalogue of the libraries of King Saud University - Link to the Databases - Link to the Manuscripts - Link to the Electronic Reference Service.
- A news strip that scrolls at regular intervals.
- Link for Enquiries and Comments - link to "Suggest a book" (to request a book not found in the library).
- Link to the electronic search in the online catalogue of King Saud University libraries in Arabic or English.

<http://www.access.library.ksu.>

The screenshot displays the library's web interface. At the top left, there are logos for King Saud University and its 30th anniversary (VISION 2030). Below the logos, the text reads "Your Electronic Library on the Web". A navigation bar contains links: "Search/Home", "My Account", "تواصل معنا", "Go Back", "New Search", and "Arabic". The main search area is titled "Easy Search" and features a large text input field with a "Search" button to its right. Below the input field, there is a dropdown menu for currency (\$) and a "library:" dropdown menu currently set to "ALL". A "Power Search" link is located at the bottom left of the search box.

- Link to the Digital Library which makes available Periodicals of King Saud University in original language (Arabic / English) on PDF files. They can be accessed through the site: Google Scholar.
- Link to the Saudi Digital Library - Arabic and foreign language databases as full texts (PDF files) - Abstracts.

<https://sdl.edu.sa>



The screenshot displays the homepage of the Saudi Digital Library (SDL). At the top, there is a navigation bar with the SDL logo and menu items: Home, About SDL, Training, Upload Theses, Science Publishing, Policy, Endnote, and TIMSS. Below the navigation bar is a search bar with a magnifying glass icon and a green 'Search' button. Underneath the search bar, there are several category buttons: Arabic Databases, English Databases, eBooks, University Theses, Archives, Categories, Trial Databases, and Open Access. The main content area features a 'News' section with a headline 'Putting the Spotlight on Saudi Research Achievements' dated 23 April 2018. To the right of the news section is a banner for the 'Excellence Award for Scientific Production of Saudi Universities' (Jائزة التميز) with Arabic and English text. The bottom right corner of the page features the SDL logo.



Section Five: Manpower



Manpower:

1- Number of Staff and Their Distribution:

The Deanship of Library Affairs comprises of a group of technical and administrative staff. They form the manpower of the Deanship. They are classified as faculty members, technical staff (libraries and information) and administrators. The number of employees (male and female) in the university libraries is 398, distributed across 33 units, sections and subsidiary libraries. The total number of Saudi employees (male and female) is 380 employees (as shown in the table below).

Table (31): Number of Male and Female Employees in the University Libraries in 1438 H / 1439 H.

S. No.	Unit / Hall / Subsidiary Library	Male Staff	Female Staff	On Contract	Total
1	Top Management of the Deanship	2	2	-	4
2	Deanship Administration - Administrative & Financial Affairs - Communications & Support Services – Office of the General Manager & Vice Deans - Evening Supervisor - Supervisor of Subsidiary Libraries	25	33	-	58
3	Group Development (Supply)	9	3	-	12
4	Organization of materials (Cataloguing and Classification)	14	-	-	14
5	Follow-up unit of Periodicals	4	-	-	4
6	Loaning	6	16	-	22
7	Reference service and internet	1	39	-	40
8	Photocopying Unit	1	5	-	6
9	Newspapers and press information unit	2	-	-	2
10	special needs	1	4	-	5
11	Periodicals Hall	5	4	-	9
12	Arabic Books Hall	14	44	-	58
13	Foreign Books Hall	2	8	-	10



S. No.	Unit / Hall / Subsidiary Library	Male Staff	Female Staff	On Contract	Total
14	Arabic and Foreign References Hall	2	4	-	6
15	Government Publications Hall	1	3	-	4
16	University Dissertations Hall	5	7	-	12
17	Manuscripts and Special Collections	7	-	1	8
18	Public Relations and Media	3	13	-	16
19	Information Technology	7	7	-	14
20	Development and Quality	5	8	1	14
21	Donations and Exchanges	2	1	-	3
22	Unified Communications	1	5	-	6
23	Women's Hall at the King Salman Library - Girls	-	25	-	25
24	College of Applied and Medical Sciences - Girls	-	3	-	3
25	College of Applied Studies and Community Service - Girls	-	18	-	18
26	College of Dentistry - Girls	-	4	-	4
27	College of Pharmacy - Girls	-	4	-	4
28	College of Nursing	-	5	-	5
29	College of Medicine, King Khaled University Hospital - Girls	-	4	-	4
30	King Abdulaziz Hospital - Boys	1	-	-	1
31	First Common Preparatory Year - Boys	2	-	-	2
32	Faculty of Applied Medical Sciences - Boys	2	-	-	2
33	Community College - Boys	1	-	-	1
34	College of Applied Studies and Community Service – Boys	2	-	-	2
Grand Total		127	269	2	398

2- Number of employees according to their specialties:

The total number of university staff in the university libraries working as specialists in the field of Library Science and information has reached 118 employees (male and female), 98 of whom are with a bachelor's degree. They comprise of 83.06% of the total staff. (see Table 32)

Table (32): Number of specialized staff in the field of Library Science and Information in the year 1438 H / 1439 H

S.No.	Qualification	Number	Percentage
1	Master's (Libraries)	10	8.47
2	Bachelor's (Libraries)	98	83.06
3	Diploma (Libraries)	10	8.47
Total		118	100

3- Number of employees according to their qualifications:

The number of employees in the university libraries with a bachelor's degree has reached 242 (male and female employees) forming 60.8%. They are followed by high-school graduates 96 (male and female employees) forming 24.12% and diploma holders 26 (male and female employees) forming 6.53%. (as shown in table: 33)

Table - 33: Number of Employees according to their Academic Qualifications for the year 1438 H / 1439 H.

S.No.	Qualification	Number	Percentage	Cumulative Number	Cumulative percentage
1	Doctorate	6	1.50	6	1.50
2	Master's	18	4.52	24	6.02
3	Bachelor's	242	60.80	266	66.82
4	Diploma	26	6.53	292	73.35
5	Secondary	96	24.12	388	97.47
6	Middle	7	1.75	395	99.22
7	Elementary	3	0.75	398	100



Achievements in field of administrative & financial affairs and manpower:

A. Administrative and Financial Affairs:

In the field of administrative affairs, the number of transactions dispatched and received by the Deanship has reached (11962), of which (10099) transactions were dispatched and (1863) transactions were received (as shown in Table 34).

Table (34): Number of month wise transactions dispatched and received during the year 1438 H / 1439 H

S. No.	Month wise number of transactions dispatched	Number	Month wise number of transactions received	Number
1	Muharram	1376	Muharram	182
2	Safar	1138	Safar	186
3	Rabi' al-awwal	823	Rabi' al-awwal	166
4	Rabi' al-thani	731	Rabi' al-thani	161
5	Jumada al-awwal	681	Jumada al-awwal	204
6	Jumada al-thani	1335	Jumada al-thani	163
7	Rajab	1248	Rajab	215
8	Sha'ban	1067	Sha'ban	136
9	Ramadan	773	Ramadan	132
10	Shawwal	136	Shawwal	86
11	Dhu'l-Qi'dah	290	Dhu'l-Qi'dah	122
12	Dhu'l-Hijjah	501	Dhu'l-Hijjah	110
Total		10099		1863

B. Manpower Training:

In the field of manpower training, 92 employees (male and female) participated in training courses for administrators and library specialists at the university and at a number of government agencies (as shown in Table 35).

Table (35) Training programs for library specialists and administrators for the year 1438 H/1439 H.

S. No	Training Venue	Number		Training Area
		Male Staff	Female Staff	
1	Institute of Public Administration	20	25	<ul style="list-style-type: none"> • Developing Internet skills • Basic skills in objective cataloging • Skills in descriptive cataloging of books
2	Deanship of Skills Development	15	20	<ul style="list-style-type: none"> • Contents of Quality Administration System • Quick reading skills • Quality internal auditor • Excellence in customer service • Values and ethics of work
3	King Abdul Aziz Public Library	4	-	<ul style="list-style-type: none"> • Digital content in libraries, archives and museums • Indexing of printed materials
4	King Fahad National Library	-	8	<ul style="list-style-type: none"> • Indexing and classification
Grand Total		39	53	92



Section Six: Activities & Events



First: Cultural activities

A. Official delegations and visits:

The Deanship of Library Affairs has an important role in receiving the local and official delegations. Visiting the university are international dignitaries or delegations of universities, institutions, scientific bodies, international and regional organizations, and students of public and private schools. The number of visiting delegations to the university libraries has reached 155 delegations in 1438 H / 1439 H.

The Deanship offers its visitors brochures and pamphlets about the Deanship and the University Libraries. It is worth mentioning that there is also an introductory hall for visiting delegations where they are shown an introductory film about the university libraries and the services they provide to their visitors. Table 36 shows the number of delegations and visits to the University's libraries.

Table (36): Number of visiting delegations to the university libraries 1438 H / 1439 H

School Delegations	Middle	1
	Secondary	10
	Institutes	0
University Delegations	Regional	113
	Internationa	8
Public Figures		5
International Organizations		4
Regional Organizations		14
Total		155



B. Cultural events:

The Deanship of Library Affairs has participated in many cultural events and educational and informative activities. It has organized many lectures, seminars, research groups and workshops. In addition, the Deanship issues informative leaflets about these cultural activities both inside and outside the university libraries. See table 37.

Table (37): Cultural events organized and participated by the university libraries:

S. No	Name of the Event	Date	Venue
1	Orientation Week (Girls)	26/12/1438 H	College of Medicine
2	Orientation Week (Girls)	27/12/1438 H	College of Business Administration
3	Orientation Week (Girls)	28/12/1438 H	College of Pharmacy
4	Orientation Week (Girls)	28/12/1438 H	College of Languages and Translation
5	Orientation Week (Girls)	29/12/1438 H	College of Computer Science
6	Orientation Week (Girls)	29/12/1438 H	University Complex for Girls (Main Theatre)
7	Library and Community activity	25-26/02/1439 H	Central Library for Girls, University Complex
8	Saudi National Day 87	05/01/1439 H	University Complex for Girls
9	Saudi National Day 87	05/01/1439 H	College of Applied Studies and Community Services
10	Saudi National Day 87	07/01/1439 H	College of Applied Medical Sciences
11	Introduction Day for New Girl Students	06/01/1439 H	College of Applied Studies and Community Services
12	Introduction Day for New Girl Students	26/01/1439 H	College of Applied Medical Sciences
13	Introduction Day for New Girl Students	27/01/1439 H	College of Nursing
14	International Children's Day	03/03/1439 H	College of Applied Studies and Community Services



S. No	Name of the Event	Date	Venue
15	Orientation Week (Girls)	09-12/06/1439 H	University Complex for Girls (Main Theatre)
16	Library Caravan	16/06/1439 H	College of Business Administration University Complex for Girls
17	Library Caravan	17/06/1439 H	College of Education University Complex for Girls
18	Library Caravan	18/06/1439 H	College of Languages and Translation University Complex for Girls
19	Library Caravan	19/06/1439 H	College of Arts University Complex for Girls
20	Library Caravan	20/06/1439 H	College of Law University Complex for Girls
21	Library Caravan	23/06/1439 H	College of Pharmacy University Complex for Girls
22	Library Caravan	24/06/1439 H	College of Dentistry University Complex for Girls
23	Library Caravan	25/06/1439 H	College of Applied Sciences University Complex for Girls
24	Library Caravan	26/06/1439 H	College of Medicine University Complex for Girls
25	Library Caravan	27/06/1439 H	College of Science University Complex for Girls
26	Library Caravan	01/07/1439 H	College of Nursing University Complex for Girls
27	Library Caravan	02/07/1439 H	College of Computer Science University Complex for Girls
28	World Book and Copyright Day	29/07/1439 H	King Salman Central Library Central Library, University Complex for Girls

Second-: Educational Activities:

The Deanship has organized a number of educational activities in the university libraries. The number of educational activities (lectures, book discussions, workshops, training courses) has reached 33.

Table (38): Educational activities (lectures, seminars, group research and workshops) for the academic year 1438 H / 1439 H

S. No	Lecture Topic	Venue	Date
1	Disorderly Research	Central Library, University Complex for Girls	14/01/1439 H
2	The role of the mother in the homework of her school-going child	Central Library, University Complex for Girls	22/01/1439 H
3	Skin Care	Central Library, University Complex for Girls	29/01/1439 H
4	Self-Confidence	College of Applied Studies and Community Services	05/02/1439 H
5	Build self-confidence (the power that drives you to get what you want)	Central Library, University Complex for Girls	06/02/1439 H
6	Healthy food and fight against obesity	College of Applied Studies and Community Services	12/02/1439 H
7	I have decided	Central Library, University Complex for Girls	17/02/1439 H
8	University logo with a flower painting	College of Applied Studies and Community Services	19/02/1439 H
9	Credit Card	Central Library, University Complex for Girls	24/02/1439 H
10	Means of Communication and spreading false narratives	Central Library, University Complex for Girls	01/03/1439 H
11	Basics of teaching English to young kids	Central Library, University Complex for Girls	02/03/1439 H
12	Ways of the World	College of Applied Studies and Community Services	05/03/1439 H



S. No	Lecture Topic	Venue	Date
13	The basics of contemporary scientific publishing	Central Library, University Complex for Girls	05/03/1439 H
14	Story Writing	Central Library, University Complex for Girls	08/03/1439 H
15	Savings: the Gateway to Investments	Central Library, University Complex for Girls	09/03/1439 H
16	Patient Attendant: Challenges and Practice	Central Library, University Complex for Girls	12/03/1439 H
17	Steps to write scientific research	Central Library, University Complex for Girls	16/03/1439 H
18	How to protect yourself against cervical cancer?	Central Library, University Complex for Girls	22/03/1439 H
19	Winter Clothes	College of Applied Studies and Community Services	24/03/1439 H
20	English language learning program for beginners	Central Library, University Complex for Girls	12/05/1439 H TO 16/07/1439 H
21	Janadriyah	College of Applied Studies and Community Services	
22	Critical thinking and critical writing at the graduate level	Central Library, University Complex for Girls	03/07/1439 H
23	Social marketing	Central Library, University Complex for Girls	05/07/1439 H
24	Chairs of Scientific Research in Saudi Universities	Central Library, University Complex for Girls	09/07/1439 H
25	Empowering within: Enhancing academic and professional leadership in women	Central Library, University Complex for Girls	11/07/1439 H
26	Automated catalogue and database	College of Applied Studies and Community Services	16/07/1439 H
27	World Manuscript Day Symposium	Central Library, University Complex for Girls	17/07/1439 H
28	Beginning is Success	Central Library, University Complex for Girls	18/07/1439 H



S. No	Lecture Topic	Venue	Date
29	Saudi woman and vision	Central Library, University Complex for Girls	19/07/1439 H
30	Uses of Botox and Fillers: Treatment and Examination	Central Library, University Complex for Girls	22/07/1439 H
31	Write a research plan	Central Library, University Complex for Girls	22/07/1439 H
32	Ethics of the teaching profession	Central Library, University Complex for Girls	23/07/1439 H
33	Book on Woman and Language	Central Library, University Complex for Girls	26/07/1439 H

Third: Social Activities:

Celebration of the Deanship of Library Affairs on the blessed occasions of Eid al-Fitr and Eid al-Adha:

The Deanship of Library Affairs at King Saud University held a celebration for its employees on the occasion of Eid Al-Fitr at 9 am on Sunday 8/10/1438 H.

The Deanship of Library Affairs, King Saud University also held a celebration for its employees on the occasion of Eid al-Adha on Sunday 19/12/1438 H in the lobby of the King Salman Central Library. Eid al-Fitr and Eid al-Adha celebrations were honoured by the attendance of the General Manager of the Deanship of Library Affairs, the Vice Dean of the Deanship and the staff of the Deanship. Everyone exchanged congratulations and offerings on these happy occasions.





Section Seven: Performance Indicators



Table (39) Performance Indicators for King Saud University Libraries:

S. No.	Statement
1	The number of book titles received by the university libraries through purchase or donation. (11271 titles, located in 47393 volumes)
2	The number of titles of Arab and foreign information resources that were procured for the university libraries. (7604 titles, located in 43162 volumes)
3	The number of book titles and periodicals which have been indexed electronically in the library system (Symphony) of the University Library for this year. (7284 titles, located in 62005 volumes)
4	The total number of titles of Arabic and foreign books in the university libraries. (709881 titles, located in 1685079 volumes)
5	The number of titles of Arabic books. (345920 titles, located in 1026603 volumes)
6	The number of titles of foreign books. (363961 titles, located in 658476 volumes)
7	The number of Arab and foreign Periodicals acquired by the Deanship this year. (486 periodicals, located in 5057 volumes)
8	The total number of government publications: (129,751 copies).
9	The total number of manuscripts in the university libraries: (89525 original and non-original manuscripts).
10	The total number of titles of books of Memorial Libraries: (13337 titles, located in 17882 volumes).
11	The number of titles of rare books: (4599 titles, located in 9082 volumes).
12	Number of university dissertations in the university libraries: (15706 titles and the number of folders 53775).
13	Number of microfilms: (35810 films).
14	Number of local newspaper titles: 19 titles, available in 210 copies.
15	The total number of multimedia (18491).
16	Number of map titles: (638 titles, in 893 copies).
17	The total number of all information resources in the university libraries: (909660 titles, located in 2117229 volumes).
18	The total amount disbursed for the purchase and subscription of various information resources for the university libraries is about 3,716,967 Riyals.



S. No.	Statement
19	The total area of the university libraries: (85436 square meters, containing 3145 seats).
20	The number of visitors to the libraries of King Saud University: 3150 beneficiaries daily, 75000 beneficiaries monthly, and 900000 beneficiaries annually (as per the report of electronic security gates of the libraries of the University).
21	Number of Reference Services for Beneficiaries from University Libraries: (9051 requests).
22	The number of photocopying services provided to the beneficiaries has reached 8858 applications.
23	The number of beneficiaries per year of services for people with special needs: (607 students).
24	The number of books lent this year from the university libraries: (78907 books).
25	The number of publications brought out and donated by the university: 3059 publications for 20 different scientific and educational institutions (comprising of 2890 books and 169 periodicals).
26	The number of publications which were brought out and exchanged by the university: (9785 printed copies, divided into 9035 books and 750 periodicals).
27	The number of titles of the publications received as donations by the university libraries: (4181 publications, Arabic and foreign. Total number of copies: 13488 volumes, both Arabic and foreign).
28	The number of male and female students who were trained at the university libraries – 48 students (male & female).
29	Number of personal computers in departments, units and subsidiary libraries – 770 PCs.
30	Number of cabins and network points at university libraries – (1334).
31	Number of common databases: (157 Full text databases)
32	The number of employees in the university libraries (398) employees (male and female) spread over 33 sections, units and subsidiary libraries. Of the total number 396 are Saudi employees and 2 are non-Saudi employees.



S. No.	Statement
33	Number of specialized staff in the field of libraries and information: (118 employees).
34	The number of transactions dispatched and received: (11962 transactions).
35	The number of trainees from the staff (male and female) of the Deanship for administrative programs and specialized programs in libraries: 92 employees (male and female).
36	The number of visiting delegations to the University Libraries for this year: (155 visiting delegation).
37	Number of cultural events organized by the Deanship: (28 events).
38	The number of educational activities organized by the university libraries: (33 lectures, seminars and training courses).



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