

# Standard 6: Learning Resources

## POINT SCALE FOR RUBRICS

### Good Practice in Provision of Learning Resources

0 stars	No policies and procedures are in place at this time to satisfy this outcome.
* (1) star	Informal policies and procedures have been implemented to satisfy this outcome.
** (2) stars	Some policies and procedures based on accepted best practices have been implemented to satisfy this outcome.
*** (3) stars	All policies and procedures based on accepted best practices have been implemented to satisfy this outcome.
**** (4) stars	All policies and procedures based on accepted best practices <i>and</i> recognized international standards have been implemented to satisfy this outcome.
***** (5)stars	All policies and procedures based on accepted best practices and recognized international standards have been implemented to satisfy this outcome. The PMU LRC / Library is an acknowledged leader in the creation of best practices that satisfy this outcome.

## Good Practice in Provision of Learning Resources

6.1 Planning and Evaluation	Is this true? Y/N/NA	How well is this done? (enter stars)
Clear policies linked to educational requirements for the programs at the institution are established for the development of library and learning resources and support services.	Y	***
A learning resource strategy is developed which is directly linked to strategic priorities for program development, and adjusted as required as new programs are introduced.	Y	***
The adequacy of library and resource center materials is formally evaluated at least biennially.	N	
Evaluation procedures should include user surveys dealing with faculty and student satisfaction, extent of usage, consistency with requirements of teaching and learning at the institution, range of services, and comparisons of provision and user satisfaction with other comparable institutions.	Y	***
Evaluation processes include analysis of data on usage of resources in relation to teaching and learning requirements for different programs in the institution.	Y	**
Advice should be obtained from teaching staff responsible for courses and programs about requirements to support teaching and learning in sufficient time for appropriate decisions to be made.	Y	***

Reserve book collections and other reference materials should be regularly reviewed with advice from teach in staff to ensure adequate access to necessary materials for courses on offer at any time.	<b>Y</b>	<b>**</b>
<b>Overall Assessment: 2.28 (2 stars) **</b>		
<p><b>Comment:</b></p> <p>Library planning policies are linked to the University Strategic Plan. The needs of the curriculum guide the Library collection strategies. The 2012 User Survey indicates that students and faculty are satisfied with the collection but want to see improvements.</p>		
<p><b>Priorities for Improvement:</b></p> <p>1. Continue to increase the size of the collection particularly in the area of electronic reference resources.</p>		
<p><b>Independent Opinion</b></p> <p><b>Comment:</b></p> <p><b>The PMU program plan includes the Learning Resource Center as an integral part of its Mission and Vision. The LRC has major importance in inducting students into the academic programs at PMU. The TIEC developed system provides clear planning and detailed procedures for evaluation of teaching and learning using a variety of instruments.</b></p>		

<b>6.2 Organization</b>	<b>Is this true? Y/N/NA</b>	<b>How well is this done? (enter stars)</b>
Library and resource centers and associated facilities and services should be available for extended hours beyond normal class time to ensure access when required by users.	Y	***
Collections should be arranged and catalogued according to internationally recognized good library practice.	Y	****
Agreements should be made for cooperation with other libraries and resource centers for interlibrary loans and sharing of resources and services.	Y	***
Reliable systems should be used for recording loans and returns, with efficient follow up for overdue material.	Y	****
Heavy demand and required reading materials should be held in a reserve collection.	Y	***
There should be reliable and efficient access to online databases and research and journal material relevant to the institution's programs.	Y	****
Rules for behavior within the library should be established and enforced to ensure maintenance of an environment conducive to effective study and research.	Y	****
Security systems should be used to prevent loss of materials and inappropriate use of the Internet.	Y	****
<b>Overall Assessment: 3.57 (4 stars) ****</b>		

**Comment:** The Female Library is now open an additional 8 hours per week. The Main Library continues to be open an additional 26 hours per week beyond normal class time.

**Priorities for Improvement:**

Develop formal cooperative agreements with other university libraries in the Middle East and Gulf Region.

**Independent Opinion**

**Comment:**

**Library and resource centers are open at appropriate times and provide needed services to meet the expectations of the PMU community.**

<b>6.3 Support for Users</b>	<b>Is this true? Y/N/NA</b>	<b>How well is this done? (enter stars)</b>
Orientation and training programs should be provided for new students and other users to prepare them t access facilities and services.	Y	***
Assistance should be available to help users in conducting searches and locating and using information.	Y	***
A reference service should be available through which in-depth questions are answered by qualified librarians.	Y	***
Electronic and/or automated systems with search facilities should be available to assist in locating resources within the institution and in other collections.	Y	***
Appropriate procedures should be used to keep users informed of library developments such as acquisition of new materials, training programs, or changes in services or opening hours.	Y	****
Printed or electronic guides should be available to help users find materials for popular subject areas, compiling reference lists or using databases.	Y	**
Library and resource centers should be staffed by sufficient people qualified and skilled in relevant fields of librarianship and information technology.	Y	***
<b>Overall Assessment: 3.0 (3 stars) ***</b>		
<b>Comment:</b> The Main Library was understaffed for most of AY 2011-12 which had some impact on reference services and bibliographic instruction.		

**Priorities for Improvement:** Subject guides and finding aids need to be placed on the website with continuous updates. The Library needs to create a presence on social media sites Facebook and Twitter.

**Independent Opinion**

**Comment:**

**Users of resource centers are provided with training from knowledgeable staff. Access is facilitated by a self checkout system.**

<b>6.4 Resources and Facilities</b>	<b>Is this true? Y/N/NA</b>	<b>How well is this done? (enter stars)</b>
Adequate and consistent budget provision is made for acquisitions, cataloguing, equipment, and for services and system development.	<b>Y</b>	<b>***</b>
The availability of online access and interlibrary facilities should not be used to reduce commitment to providing adequate physical resources on site.	<b>Y</b>	<b>****</b>
Adequate facilities should be provided to house collections in a way that makes them readily accessible.	<b>Y</b>	<b>****</b>
Copying facilities supported by efficient payment mechanism for users should be provided.	<b>N</b>	

Up to date computer equipment and software should be provided to support electronic access to resources and reference material.	Y	***
Facilities should be made available for using personal laptop computers.	Y	****
Books journals and other materials should be available in Arabic and English as required for programs taught and research undertaken in the institution.	Y	***
Facilities should be provided for both individual and small group study and research.	Y	****
The level of provision of facilities and resources should be benchmarked against good quality similar institutions and be adequate for the size on the institution and the programs offered.	Y	**
<b>Overall Assessment: 3.0 (3 stars)</b>		***
<b>Comment:</b> The facilities continue to be popular with students. However, the 2012 Library User Survey indicates dissatisfaction with the thin-client computers and the fact that copiers and printers are not provided for student user.		
<b>Priorities for Improvement:</b> Obtain copiers and printers for student use.		
<b>Independent Opinion</b>		
<b>Comment:</b>		
<b>Print editions are available for the PMU faculty and students. There are numerous electronic library subscriptions, but subscribing to the Saudi Digital Library would greatly expand the electronic resources available.</b>		

**Overall Assessment Independent Opinion:**

**Learning resources are available and accessible both on the male side and female side of the campus. Subscription to the Saudi Digital Library should be pursued.**