

Borrowing Procedure

1. All borrowers must have a valid library number.
2. The library number can be acquired from the library front desk.
3. The borrower can search the books he wants to borrow and present it to the authorized library staff.
4. The library staff will input the information to the library system.
5. A student can only borrow three (3) books at the same time and must return the borrowed items within one (1) week.
6. Staff can only borrow five (5) books at the same time and must return the borrowed items within two (2) weeks.
7. Each user can renew the book(s) for one time only.
8. Penalties for late books returned will be 100 Bz./day for students and 200 bz./day for staff.

Library Rules

1. Please observe silence at all times when inside the library.
2. After using all books, magazines and newspapers, leave them neatly on the desks and let the staff return them to their proper locations.
3. Maintain cleanliness of your reading area. Take all rubbish with you when going out of the library.
4. Observe general etiquette in interacting or communicating with others in the library.



**Educational Technologies Center
Library Section**



Nizwa College of Technology



Educational Technologies Center

THE NCT *Library*



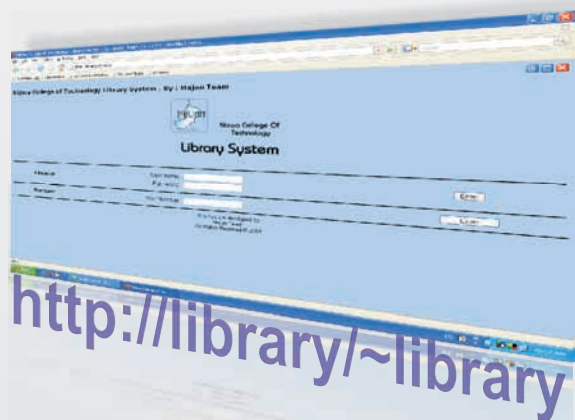
The Library

The library of Nizwa College of Technology was founded in Nizwa, in 1982, during the time when the College is still a part of the Ministry of Social Affairs and Labor. Ever since its development, the College library is continuously improved through the conversion of its basic services and operations into more relevant and high-tech processes with the use of College systems. In 1995, the library was shifted from the old administration building to the building of teaching aids and resources. The College library started with only a few shelves, housing the few books available. With the support and guidance of dynamic administrations, as well as the development of technological processes in the College, the library started to expand. The library currently contains 18,000 books, mostly in English. Moreover, there are 1,950 reference titles and a number of magazine subscriptions. These materials are used by approximately 3,000 students.

Presently, the library uses a computerized system to provide a number of services such as borrowing and returning of books, doing surveys on the efficiency of Library services, and generating reports about borrowed and returned materials. Through its reference section, the College library offers supplementary services like answering and providing information regarding dictionaries, encyclopedias and atlases among others.

The Library System

The library system is a College in-house system that uses computerized means for library users to avail of the library services. It allows users to log on using their college ID number – students accessing through terminals found inside the library and administrative staff and lecturers accessing these services using assigned library number through the College Intranet. In this case, users can search for information in the library database at any College terminal whenever they need it. They can also use the system to read information on familiarizing themselves with the library's rules and regulations.



Library Services

Book Loan
Newspaper and Magazines
Internet Access
Reference Books and Materials
Online Database Service
CDs and Other Audio/Video Materials

Reference Books

Britannica (General Encyclopedia)
World Book (General Encyclopedia)
Grolier Business Library
The New Complete Medical and Health Encyclopedia

Library Schedule

Saturday - Tuesday (8:00 a.m. - 8:00 p.m.)

Wednesday (8:00 a.m. - 2:30 p.m.)

Thursday - Friday (Closed)

Mr. Ismail Al-Riyami (Librarian)
Mr. Saeed Al-Omairi (Asst. Librarian)
Ms. Hela Al-Rumaidi
Ms. Rahma Al-Naibi
(Library Staff)

254-465-08 (Direct Line)
509 (Extension)
nct-library@yahoo.com