Library overview

The library was launched to coincide with the opening date of the Faculty of Science and Technology, which was established at Saad Dahlab University, Al-Blida 1, by ministerial decision and Executive Decree No.

It sits on an area of ​​more than 1,000 square meters and consists of three floors: a large hall for books on the ground floor, and on the first floor a reading hall equipped with tables, chairs, electric and solar lighting, Air conditioners. On the second floor there is a hall dedicated to the Internet, the same size as the reading hall and the same equipment, in addition to automatic media devices connected to the Internet. As for the stores, they can accommodate 100 thousand documents.

The college library is managed by a specialist in librarianship and documentation (holding a Bachelor’s degree), as for the employees, they number up to seven workers (attendants - assistants - administrative assistants) distributed according to the departments as follows

The number of interested employees

03 General Secretariat

03 Acquisition and Processing Department

03 Bibliographic Research Service

07 Direction interest

03 Security and cleanliness

19 total

The library annually registers more than 13,000 students, researchers and university professors.

Library rules of procedure

Among them, we mention the articles found in Chapter Four of the university center’s bylaws:

The library is a scientific, cultural and social space that grants both the student and the professor the desired knowledge through books provided by each according to his specialization in order to enrich the scientific field in the university center.

Access to the college library is dedicated to:

For professors and students registered in the various departments of the College of Technology

For professors and students from other universities within the framework of cooperation between university libraries

The library card is granted to the patrons of the library at the beginning of each academic year. This card is personal and is not allowed to be used by any other person.

Strictly prohibited:

Transferring and moving chairs and tables from their places in the reading hall.

Wandering in the hall and the interests of the library for no reason.

Eating, drinking and smoking.

Using the mobile phone and all smart devices for calls inside the reading halls and lobby.

Standing inside the hall whether places are available or not.

Any behavior that violates the general morals of the university.

Entering bookstores, whatever the reason for that.

Readers are requested to respect: Working days and hours:

All days of the week: 08:30 to 16:00. (The lending bank operates on a regular basis in groups)

The following categories benefit from the loan service:

Professors and post graduate students.

Students enrolled in the library and external students are accompanied by a license

The following table shows the number of books allowed to be loaned and the period allowed for each beneficiary

Foreign loan:

Beneficiary category Number of books Permitted period per day:

Students of all majors and levels: 02 books for 10 days

Postgraduate students: Master 02 for 10 days

Students from other universities (inter-library cooperation 02 10 days

Professors 03 10 days

Internal loan

Dictionaries - encyclopedias - one-copy books - graduation notes (all categories are one reference).

The loan takes place on all days of the week, from morning to evening, without interruption.

Registrations in the library are usually the beginning of each academic year. So that the registration files are deposited at the level of the college library, provided that the card is received within 03 days after the deposit.

The registry file is

School certificate for the current year (for students).

Work certificate for the current year (for teachers).

Two recent photographs.

Information form received by the college library administration

Work certificate for employees

The benefit and functions of the library

Library interests

A total library consists of three departments identified in Article 14 of the joint ministerial decision dated 20 Safar 1427 AH corresponding to March 20, 2006, specifying the administrative organization of the university center and the nature of its joint technical interests.

Director of the College Library

Orientation interest

This department is interested in directing the beneficiaries to use the library and accompanying them in the process of searching for references and putting it at their disposal, by providing all the appropriate conditions for them to read and search. It also ensures the provision of statistics and information on the documentary balance circulated by readers. On this basis, this interest organizes human elements with professional competencies and are equipped with sufficient information that qualifies them to answer and direct any kind of inquiries or any request for assistance. Also, this interest is at the forefront, which reflects the true image of the library in terms of measuring the degree of services it provides in terms of good reception. and guide

Therefore, this interest takes care of

The duties of the head of the department - managing the library on behalf of the director of the college library (in case of busyness or absence)

Representing the director of the college library in university or college meetings (in case of busyness or absence)

Authentication of the clearance certificate

Granting licenses to benefit from the services of the college library

Follow-up of the library's needs of means

The tasks assigned to the staff of the interest at the level of the library a

Update indexes of titles available for loan

Updating the inventory and annual inventory records of the documentary credit available for loan

Follow-up on the progress of open external or internal loan operations (loan, return, organization)

Directing and training beneficiaries on automated search,

Bibliographic research

The role of this space is to ensure the promotion of bibliographic research among the beneficiaries and assist them in the completion of their scientific research, through the continuous updating of the balance and the preparation of search indexes and evidence, and the training of the beneficiaries on methods of searching for information in the available sources and references. On this basis, this department must have the capabilities and equipment that allow its supervisors to prepare themselves for any request for any kind of information in various disciplines and topics. In addition, this department must have databases, whether local or international, and in various disciplines and languages. This department includes a work team consisting of the one assigned to run the duties of the head of the department and his assistant employees.

– The management of the standardized system for the management of libraries, the SYNGEB program, and the application of technical and artistic processes from indexing the balance according to internationally recognized standards of bibliographic description, and the preparation of indexes and search guides.

Among the tasks of the Bibliographic Research Department, we mention:

Contribute to the establishment of the electronic portal of the college library on the college and university website.

Create a digital repository of dissertations and dissertations DSpace.

Electronic legal deposit of scientific theses and dissertations in (pdf) format at the college library level.

Electronic filing of doctoral dissertations and master's theses in the Algerian joint index platform (CCDZ), on the website of the Research Center in Scientific and Technical Media (Cerist).

- Digitizing the balances using a scanner for (theses and scientific theses, master's degree - licentiate books - single or rare copies) for the purpose of creating an electronic balance for the purpose of availability or restoration.

Registration in the college library (new students - first year master's degree – PDF students

Management of the OPAC bibliographic search space