

## Electronic Resources

A full unlimited access to some electronic databases provided by the AOU E-library portal such as:

### EBSCO:

EBSCO host databases and discovery technologies are the most-used, premium online information resources for tens of thousands of institutions worldwide, representing millions of end-users.

### IEEE:

The IEEE Computer Society digital Library (CSDL) provides online access to 27 society magazines and transactions and more than 4,100 conference publications.

### Emerald:

A long established publisher with over 200 titles in the fields of business, management, finance, accounting, marketing, human resource, information science and engineering.

Strong E-Journals collection covers Business subjects' area related to AOU.

Business academics, remote access from anywhere any time.

### Gage Cengage Learning:

It is the premier resource for peer-reviewed, full-text journals and reference sources, perfect for research libraries.

### EDU Search:

بوابة معلوماتية تربوية ضخمة تمثل الحل الأمثل والمتكامل للمتخصصين والباحثين في المجال التربوي والتعليمي

And many other resources such as Oxford University Press, JSTOR, Springer Books, etc... The E-library content is constantly updated in addition to introducing new electronic resources.

Students are able to access the E-library via their Moodle account.

## Opening Hours

The LRC opens according to the following schedule:

Semester	Tayouneh	Antelias
Fall	Monday - Friday 8:00 am to 9:00 pm	Monday - Friday 8:00 am to 7:00 pm
Spring	Monday - Friday 8:00 am to 9:00 pm	Monday - Friday 8:00 am to 7:00 pm
Summer	Monday - Friday 8:00 am to 3:00 pm	Monday - Friday 8:00 am to 3:00 pm

## Staff and Contact Details:

### Head of LRC

Mr. Johnny Zaiter

Email: [lrc@aou.edu.lb](mailto:lrc@aou.edu.lb)

Phone: 01/392139 Ext: 701

### LRC Staff - Tayouneh

Ms. Haala Kawtharani

(Afternoon shift)

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### LRC Staff - Antelias

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الجامعة العربية المفتوحة  
Arab Open University

# LRC OVERVIEW



## Library Resources

The Library contains a total of 45 PCs, all equipped with internet connection and specialized software to assist students in their academic searches. The Library also houses the Learning Resources Center (LRC), which contains an open intellectual environment with two halls accommodating around 130 students.

## English Language Lab

Specially dedicated for English Language skills improvement and equipped with the necessary material needed for language self-learning. Special interactive softwares with multimedia toolkits (speakers, headphones, microphones...) are installed on a total of 22 PCs. CDs with a high level of interactivity engage you in recordings, dialogues, listening, writing... to self-improve grammar, spelling, pronunciation skills and building sentences.

## LRC Services

LRC offers a variety of student services where we, as LRC staff, make our best to answer all our students' needs. The services are listed as follows:

### Printing Room:

The LRC also houses a printing room designated to allow students to print, scan or photocopy any material, TMAs or any other document they need.

### Borrowing:

Students, in addition to reading or using the available books, are also allowed to borrow them according to the LRC rules and regulations.

### Student Assistance:

LRC staff members are available to assist students with their needs (Accessing Moodle, using the E-library, surfing Internet to help them in their searches, etc...)

## Journals & Periodicals

Annual subscriptions to Journals, magazines, reviews, annual reports... help keep learners up-to-date with the latest subjects, new technologies and inventions, hot topics, newest trends of the jobs market...

Below is the list of some of the current periodicals:

### English Language & Literature:

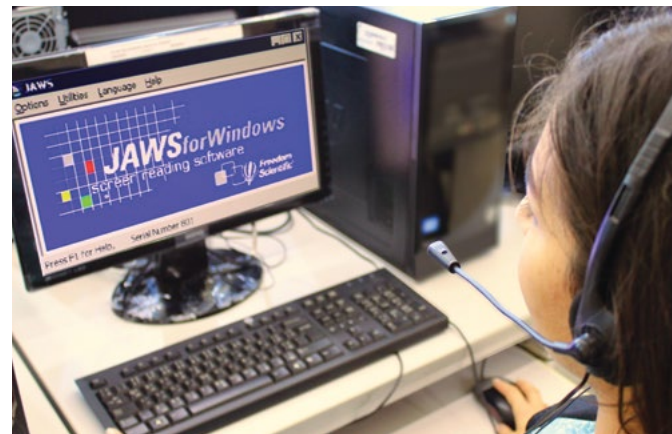
- International journal of Applied Linguistics
- Essential Teacher
- Language learning
- Etc...

### Business & Economics:

- Business Week
- The Economist
- Lebanon Opportunities
- Harvard Business Review
- Fortune
- Business Week Al Arabia
- Etc...

### Information Technology:

- Linux
- Information Week
- Embedded System Design
- Etc...



## Books

Hundreds of books, recommended by Academic staff, all supplementary to your AOU curriculum, give you full support in your projects, researches and self-improvement. The Fields covered include:

- Business
- Economy
- Management
- Organizations
- Networking
- Communication
- Data compression
- Image coding
- Database
- Operating systems
- HTML
- Programming
- JAVA
- Compiling
- Education
- Language and literacy
- Internet Security
- Arabic language and literacy
- History, Social science
- تربية عامة
- تربية تعليمية
- لغة عربية
- Etc...

## Borrowing Policy

### Who may use and borrow the Library books?

AOU Faculty, Staff and Students who have current semester Identification Cards may borrow books. Students are required to provide their AOU ID card for all borrowing transactions. ID cards are kept at the LRC office until the borrowed items are returned.

Non-AOU students are not allowed to borrow books; they can only use them within the LRC premises.

(All books should be returned before the end of the semester, precisely before the final exams start)

### Duration:

The borrowing duration vary according to the borrower and the borrowed item.

Faculty or staff ..... 30 days

Students ..... 15 days

Certain books and collections, in addition to dictionaries, are not amongst the borrowing items; they can not be taken outside the LRC premises.

### Renewals:

Borrowed books should be returned on due date. They could be renewed twice, unless for the following reasons:

- If it is requested by another borrower (Faculty, Staff or Students).
- If it has reached the renewal limit time.

### Recalls:

Any checked out book / resource can be recalled before its original due date by the LRC staff when necessary or according to the demand. We make sure that everyone has equal opportunity to access any resource.

### Fines:

Users are fully responsible for all library books issued to them. In any of the 3 cases listed below, AOU may apply fines. AOU administration has the right to determine the type or the amount of the fine.

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# LRC

## RULES & REGULATIONS





In order to maintain an appropriate learning environment, all students accessing the LRC must follow the below stated regulations; otherwise they will be subject to disciplinary measures.

These rules and regulations are posted on Moodle and all over the LRC area.

## Mobile Phones

Students have to turn their phones on Silence mode before entering the LRC.

Students can't use their cell phone inside the LRC; any call should be answered outside the Center.



## Personal Properties

All personal properties are the responsibility of their owners. LRC staff can't be held responsible for their loss or deterioration. However, cameras installed in the Center can help in detecting stealing attempts.

## Identification

Students are required to identify themselves by presenting their Student ID card. The ID must be displayed at all times next to the student.

## No smoking, drinking or eating

Food & Drinks of any kind in addition to Smoking are strictly forbidden in the LRC.



## Silence

Silence must be maintained in the Library at all times.

## Privacy

Because privacy is the right of any student, library staff shall not reveal any personal information to another student, including the borrowed items

## Cleanliness

All the LRC premises and belongings have to be kept clean along with the environment.



## Personal Behavior

Students must be decently dressed & conduct themselves properly in the LRC and they must refrain, under any circumstances, from any misconduct toward both other Students and library staff. Any misconduct will lead to referring the student to a Disciplinary committee.

## Detection, Inspection and Direction

All students must obey instructions and requests given by the LRC staff to inspect their bags and personal belongings, if needed, without resistance or objection. Students must comply with any directive issued by any of the LRC staff members.

## Call to order and prohibition of access

Anyone who deviates from or refuses to comply with any of the provisions of these regulations will be referred to a disciplinary committee and may be forbidden from accessing the LRC, or expelled.

The LRC staff on duty has the right to request a student to leave the premises if he/she is found to be violating the LRC rules & regulations.