

DAHU Library



Request Book/Reference Guideline

library@dah.edu.sa

sgazdar@dah.edu.sa

Ext: 250 - 371

Collection development procedure:

S. No.	Procedure Steps	Responsibility
1.	Selects or requests material for purchase.	Faculty/ Librarian
2.	Faculty must get the approval for the selected material from Department curriculum committee and the School council by signing the textbook requisition form.	Faculty / Department curriculum committee / School council
3.	Send the signed textbook requisition form to the library's email and submit the purchase request form via the library portal.	Faculty/ School - Program Admin
4.	Prepares library purchase request for new item.	Librarian
5.	Signs the library purchase request and sends it to the Academic Affairs and Finance and Administration Division for the approval Purchasing.	Library Director - Academic Affairs - Finance and Administration Division
6.	Send the purchase request to Procurement Unit.	Librarian
7.	Processes purchase request and receives new material.	Purchasing and Support Services Department
8.	Verifies all new and donated library material	Librarian
9.	Catalogs new material and places it in the Library Collection.	Catalog Librarian

- The Library accepts book orders all year long.
- Academic departments/programs have responsibility for their quality of collections.
- You could send the purchase request after submit and sign the textbook requisition form.



Click
here

جامعة دار الحكمة

الاولى على مستوى الجامعات الأهلية في مدينة جدة

في سرعة و نسبة توظيف الخريجين

و جودة رواتبهم





العربية

Students

Faculty & staff

Alumnae

Visitors

Contact Us

Whatsapp

Apply

Careers

Give

Tour

About

Admissions

Academics

Research

Student Life

Centers



Tools for Staff and Faculty

Human Resources Department

Faculty Profiles

Administrative Profiles

Academic Calendar



Black Board (E-Learning)



Student Information System



Petition system



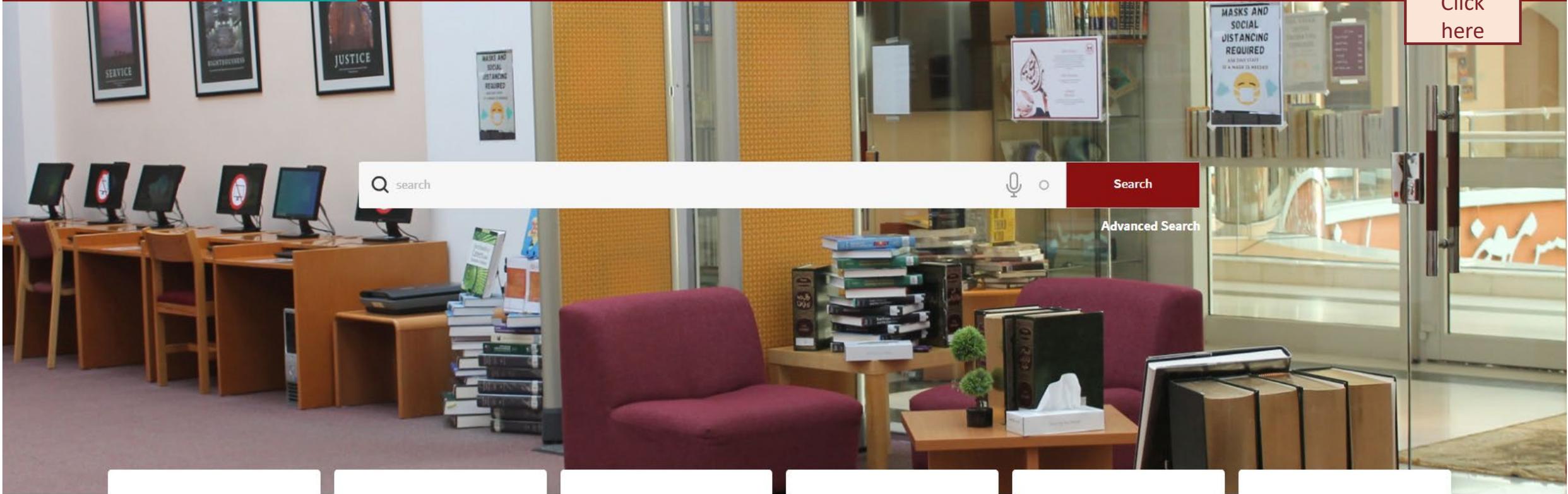
Library Portal

Click here to
access



All Resources

Libraries



Click here



My Account



Renew Material



Fines/Fees



Meeting



Reference Services



Purchase Request Form





Welcome back

Glad to see you!

[Login](#)

Username or email address *

Enter your username or email address.

Password *

Enter the password that accompanies your username.

Remember me

Log in

[Forgot Password?](#)

Or Login with

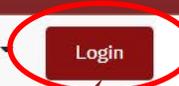


Google

Login with SSO

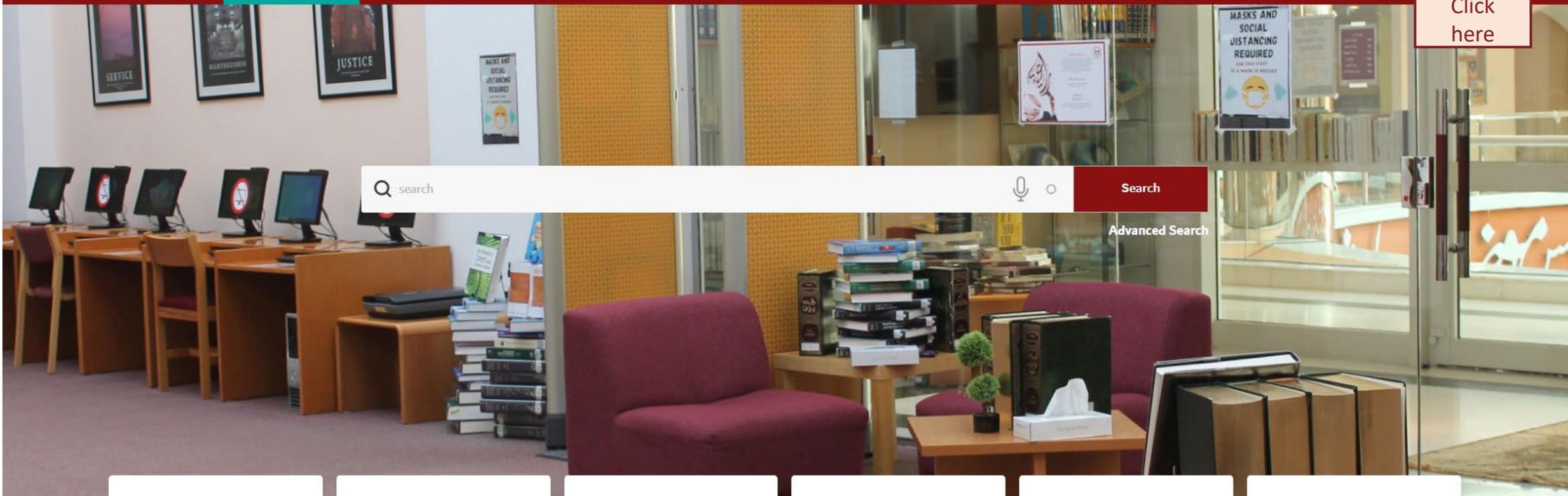
Click here to
Login





All Resources

Libraries



My Account



Renew Material



Fines/Fees



Meeting



Reference Services



Purchase Request Form



Select "E-Services"



Click here

My Account



Account type

Individual / Family



Membership Plan

Public Membership



Outstanding Balance

8 SAR

My Settings

My Profile

change password

cancel your membership

Deactivate account

My Settings

Personal photo

upload new image

Preffered Search View

List View

▼ Language settings

Site language

English

Preferred Language (Site, Account, and eMails)

Save My search

Save



FAQs

The most frequently asked questions service is one of the services provided by the library, and it seeks through it to provide appropriate answers to the frequently asked questions by the beneficiaries. We are also happy to receive any new inquiries.

[Start Now](#)



Book Request eForm

Patron feedback is very important to building a vibrant, well-loved library collection, and we appreciate you taking the time to share your requests.

[Start Now](#)

Click here



Reference Services

These services are provided by the reference department in a library that helps the library patron to get access to the information that they needed. Reference department provide library user with direction to the library materials, give advice on library collections and services on various kind of information form variety of sources.

[Start Now](#)



Meeting

This service aims to provide better information services and enhance our ability to understand your needs, Where you can select the department you want, and the type of service. We will contact you to confirm the appointment as soon as we receive your request.

[Start Now](#)

Book Request eForm

Your Name *

Weaam ALMuzain

Request Type *

Book eBook Audio Visual Material Others

Title *

Title

Subject

Subject

Date

Date

ISBN/ISSN

ISBN/ISSN

Status

Pending

Click
here

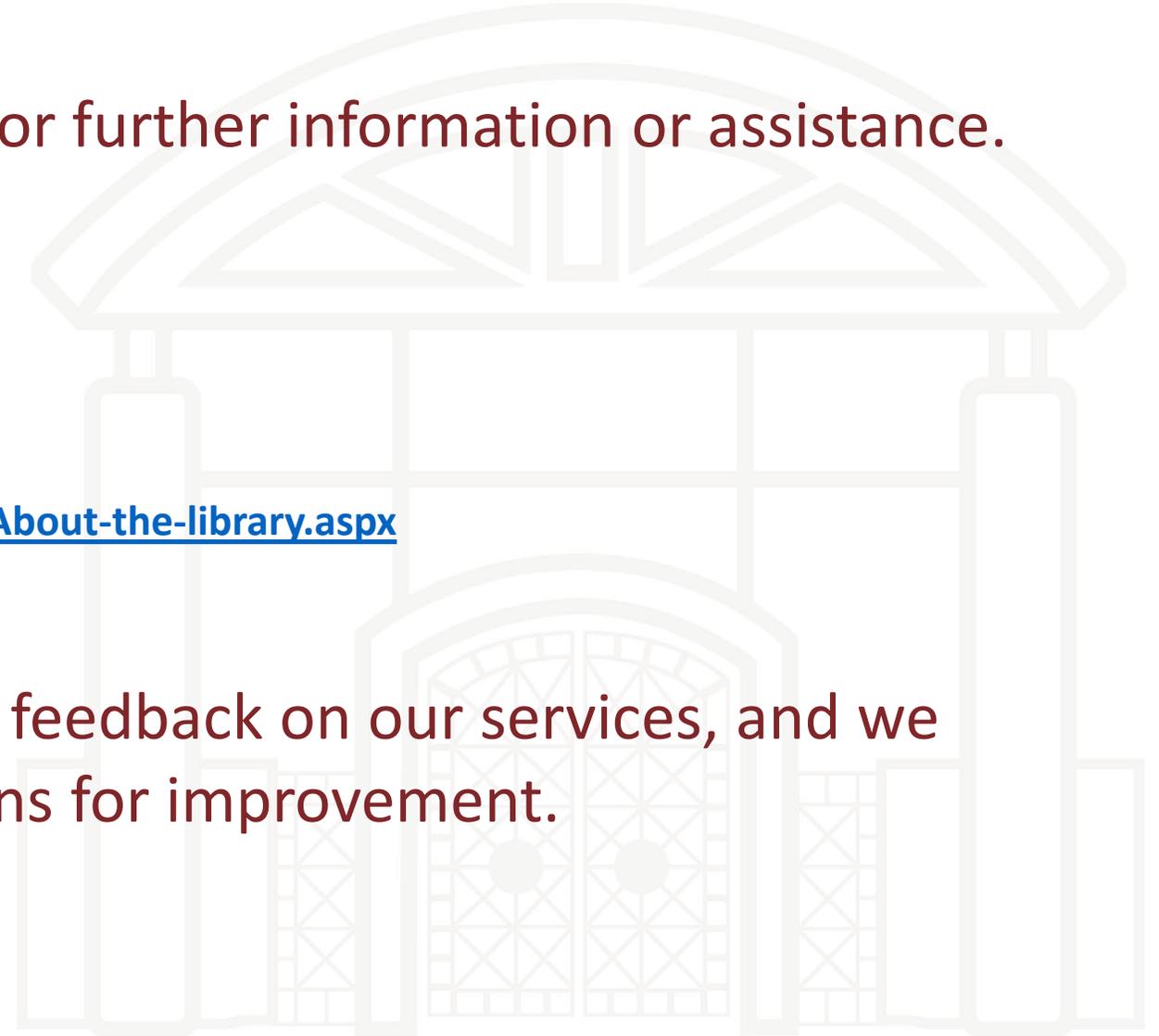
Submit

Fill out
the form

Please do not hesitate to contact us for further information or assistance.

- Visit us: @Main Library -Information Desk
- Call us: 630-3333 ext. 167,621, 250, 157.
- Send your inquiry via e-mail: library@dah.edu.sa
- For more information visit DAHU library web page:
<https://www.dah.edu.sa/en/research/library/Pages/About-the-library.aspx>

We're always happy to hear your feedback on our services, and we welcome suggestions for improvement.



Thank you

