

Library Services for Faculty



Library Spaces & Facilities

- **Quiet Study spaces** – individual study spaces where students work in companionable silence.
- **Group discussion rooms** - meet with peers, share ideas work on group projects. These are spaces fostering dialogue, creativity, and collaborative research.
- **Digital Commons** - a hub for academic services, where you can access networked computer facilities and get assistance with your project. Here you can make use of emerging tools and technologies, to produce and develop your projects.
- **Service Desk** – Our welcoming service point providing a place to check in for appointments, receive assistance with research, writing, get information about learning resources and much more.
- **Photocopying, Printing & Scanning facilities** - Computers in the Library are connected to the internet and have specific resources to aid your research. Black-and-white printers are available. You are also able to print from the second floor of the library.
- **WiFi is free** to anyone with a laptop or mobile device.

Lending Services

- All faculty and support staff of the AIU are entitled to membership of the Library.
- Books required for teaching purposes may be borrowed by faculty for one semester. This privilege is restricted to AIU faculty.
- Reference material can only be used inside the Library. It will not be issued out.

Staff Borrowing Privileges

	Loan Period	Maximum Items
Faculty	30 Days	15
Staff	30 Days	10

Electronic Resources

Online resources can be accessed through the username and password issued to members of Faculty. Please contact the librarian for more information.

Faculty Workshops

The library conducts orientation sessions for all new staff and every other staff on request

Research Assistance

- We support your you and your research activities in locating relevant resources both subscription and Open Access
- We offer training on research methods and tools
- Assistance in database search techniques

Course Reserves

- AIU library creates a collection of high use items in the library with a much shorter loan period so that students taking a particular class have easier access to these materials.
- We create a reading list within the library’s Encore system so that students know what resources are linked with what module.
- Articles or lecture notes can be sent electronically to the library and will be allocated a course code for easy retrieval.
- These links can be made active or inactive depending on when the item is or will be on reserve.
- The original item settings revert back when the item is taken off reserve.

Contact Us

Day	Hours
Sunday – Thursday	8am – 7pm
Friday	CLOSED
Saturday	10am – 5pm

Call: +965 22262500 + ext

Email: library@aiu.edu.kw

