The BUE Library Orientation Program for Academics

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Goal

• To introduce the Library’s website, resources and services.
• To perform a physical tour within the Library building.
Agenda

1\textsuperscript{st} part: a hands on session

• Access the Library’s website
  1. Practice searching in the Library’s catalogue to locate printed collections.
  2. Check the newly arrived books.
  3. Introduce the E-Resources tab that contains electronic collections.
  4. Practice searching in the “Search in all”.
  5. Give an overview on our subject guides.
  6. Explain the Library’s services through the website.

• Fill in registration forms to create Library accounts for the new academic staff.

2\textsuperscript{nd} part: a Library tour
The Library’s website
lib.bue.edu.eg

Online user account to check borrowed items

The Library catalogue
An example for a basic search in the Library’s catalogue

1. Search
2. Display results
3. Click on your favourite title to view its details
4. Sort results by year, alphabetical,...
5. Titles available in the catalogue

No. of results
Check the item type, location, status and then type the call number to get the book from the shelf.
Check the newly arrived books

• Get back to lib.bue.edu.eg.
• Scroll down till you find “New Arrivals”.
• Click on any icon and then choose your discipline.
• Browse for the new titles by year and month.
The E-Resources (electronic collections)

- Check the trials databases (Trials).
- Use the “Search in All” or EDS service to search within most of our databases.
- Check if a specific title for an e-journal or e-book is available or not in our subscription based databases via “Browse E-Collection”.
- Browse a full list of our “Online Database”.
- Read online or download your favourite electronic books through “E-Books” databases.
- Check individual titles for journals related to engineering and political science via “Individual Journals”.
- Find general websites that may be used in research.
- Download and read a digital issue of some Egyptian daily newspapers in the “Newspapers’ Archives”.
An example for a basic search in the “Search in all”

- Click on the “Search in all” from the E-resources tab.
- Click on the “On Campus” link.
- Enter your keyword and press “Search”.

Note: On campus or off campus links are the same in content, the difference is in your location if you are at the BUE or outside. Incase of using off campus link, signing in with the BUE user name & password is required.
Subject guides

• Get back to the home page lib.bue.edu.eg.
• Click on the “Subject Guides” tab located above.
• Choose your specialisation.
• A collective list of printed and electronic resources selected by your specialised librarian.
The Library’s services

- Circulation: borrowing & returning books.
- Document supply: getting the full text of an article that is not available in our databases.
- Enquiry desk: answering questions related to the Library.
- IT facilities: solving any IT problems.
- Media service: playing films in the cinema hall and listening to music in the audiovisual room.
- Newspapers: reading daily newspapers.
- Off campus services: logging to databases off campus and renew borrowed items.
- Photocopying & printing: printing available in colour & black & white besides photocopying.
- Training sessions: offering information skills sessions to the BUE community at our information skills labs.
Thank you and
See you at the Library