

## Sections of the Deanship of Library Affairs at Taif University

### First: Administration

This section is concerned with applying policies and procedures, both administrative and financial, receiving, exporting, and archiving administrative transactions, managing and controlling the revenues and financial expenditures of the Deanship, as it is responsible for everything related to personnel affairs such as organizing, controlling, following up and evaluating.

### Second: Supporting The Beneficiaries

This section is concerned with providing direct information services to beneficiaries such as loan service, photocopying service, library catalog search service, internet service, service for people with special needs, service for answering questions and inquiries, ongoing briefing service and selective transmission of information, introductory tours service, hall reservation service and retreats. Study, in order to raise the efficiency and quality of the educational and research process.

### Third: Technical procedures

This section is concerned with providing the Deanship of Library Affairs with the latest paper and electronic information containers, indexing and classifying them according to the Dewey Decimal Plan, excluding the old from copying, restoring and sterilizing the materials that the library still needs, and remove redundant or duplicate copies

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### Fourth: Digital Information Sources

This section is concerned with providing digital information services to all beneficiaries through the Saudi Digital Library, the digital repository, the scientific placement program in order to facilitate access to information from anywhere at any time.

### Fifth: Special Groups

This section is concerned with receiving, preserving, indexing, classifying and displaying scientific theses related to Taif University, as well as periodicals, scientific journals and government publications received by the entity

### Sixth: Research and studies

This section is concerned with developing improvement plans to develop the deanship administratively and technically, spreading the culture of quality within and outside the deanship community, following up on the complaints and suggestions of university employees, and applying international programs and standards in relation to library affairs

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Seventh: Technology and technical support

This section is concerned with supporting the library professionally and technically by providing programs and devices related to the latest technologies, solving all technical problems, and constantly updating the Deanship's website.