



Welcome to the British Institute in Amman Library. This sheet will provide you with some orientation and information about using the facilities here. A map of the library floor can be found on the notice board in the Library Office. The library is reference only. It is not permitted to remove any books or journals from the library. However, *residents* may take **two books** on a short-term loan to their rooms; please sign out books and sign them back in to the library when finished. A form can be found on the librarian's desk.

Working in the Library

You are welcome to choose a desk to work at and make it your own for a short period. If you are visiting the library regularly you may leave up to 4 books out on your desk with the titles displayed visibly. Please leave a note on the books with your name and the date you are leaving. Please note that the librarian has the right to remove these books if necessary.

When you are finished with a book, please leave it on the trolley to be reshelved.

Please do not mark the books in any way. This includes using post-it notes and other stickers.

Eating and drinking are not permitted in the library at any time. You are welcome to use the kitchen downstairs for this.

Please kindly do not talk on your mobile phone when in the library. Take any calls outside. Smoking is not permitted in any areas of the library including the balcony.

Computers and Internet

Two open access computers with internet are available in the library office. Wireless internet access is also available if you are using your own laptop. The password is BIA@CBRL .

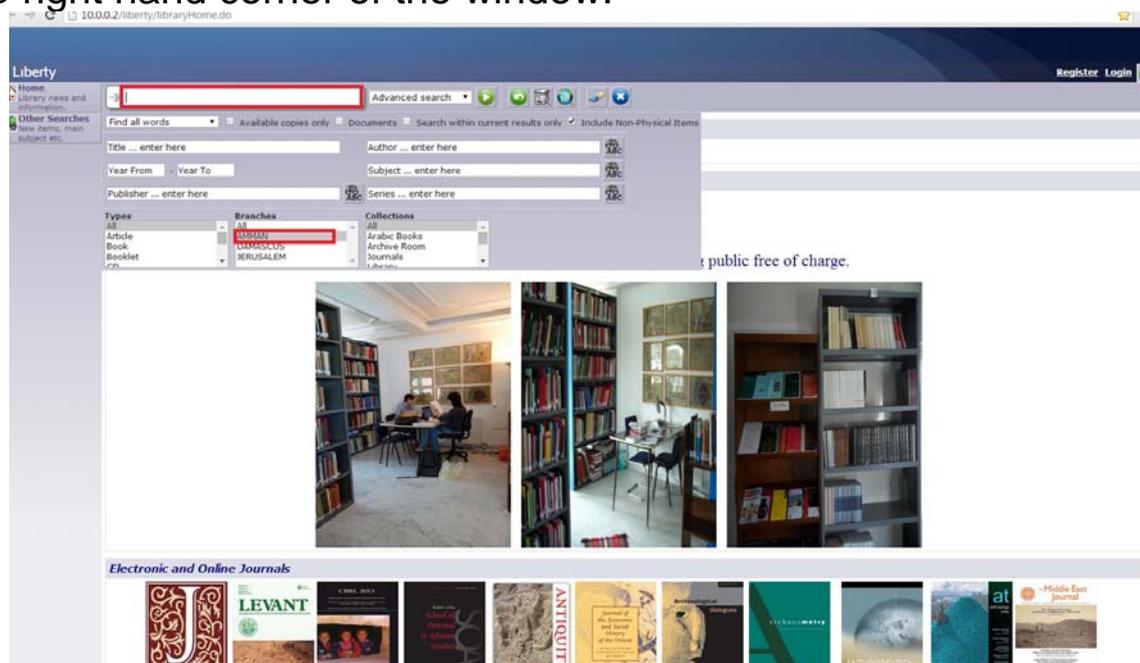
Searching for a Book

We use the Dewey system, so if you are familiar with this you may want to browse the shelves by subject number. The easiest way to find a book, however, is to use the library catalogue.

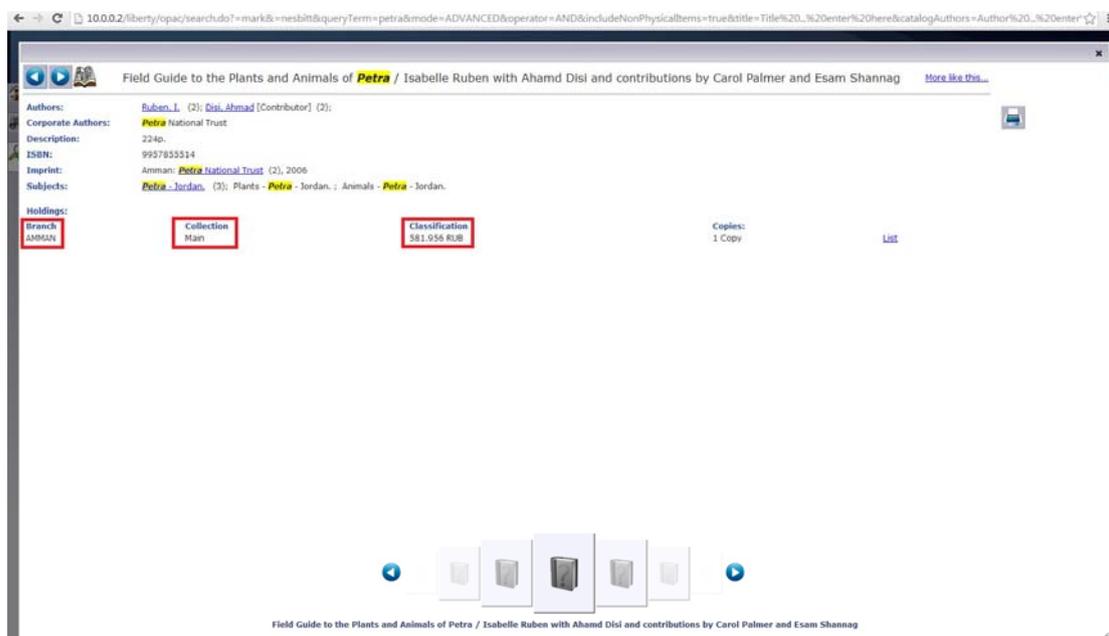


To access the library catalogue simply click on the Library Catalogue icon on the desktop of either of our open access computers. Alternatively, it can be found on our website www.bi-amman.org.uk/library.html. Click 'Search the Catalogue'.

To search for a book, type some keywords in the Quick Search box in the top right hand corner of the window.



Then click on the underlined title of a book you wish to find, this should give you the Dewey number you require.





(Please note that our catalogue also covers our library in Jerusalem, so do make sure that the book you want is in Amman).

Collection Locations:

Journals

You can search for hard copies and online journals via the Library Catalogue. Our latest online subscriptions can be found on the library homepage (see picture above). We also have a JSTOR account which can be easily accessed via the library catalogue. Most of our journals are also located in the Journals Room. They are arranged alphabetically and listed on each shelving unit.

The Archive Room

We have an excellent selection of various types of maps covering Jordan and the wider region that include topographical, geological, archaeological, pedological, and hydrological maps. For a more detailed list please refer to the pink-coloured Map Guide that can be found in the Archive Room itself. Rare books and the Offprint collection are located here. Anything that is classified with a series of letters, such as LB-QAI-KHO, will be an offprint and can be found in the Archive Room. Please ask the librarian for assistance.

The Main Office

Reference & Arabic books are located in the shelving area in Reception.

Reading Room 2

Books with Dewey numbers 000-322 are located in Reading Room 2. The rest of the collection is located in the Main Room.

If you are unable to find a book or journal that is listed on the catalogue, please make a note of the author and title and inform the librarian.

Book and Catalogue Suggestions:

We welcome library users to suggest books for the library and also inform us if anything is wrong with the catalogue, as occasionally there are some



errors. Therefore it is a good idea to search for the author and the title. Please email any spelling or other errors you come across to: library@bi-amman.org.uk. We also welcome book donations, please speak with the librarian.

Photocopying, Printing and Other Facilities

We would welcome private user's contribution to this service
Suggested rate for 10 A4 pages or 5 A3/colour = 0.500 JOD

The photocopy machine is located in the Library Office.
Photocopying costs 0.05 JD (0.20 JD for students) per A4 sheet,
and 0.10 JD (0.05 JD for students) per A3 sheet.
Please put your contribution in the red cash box next to the Photocopy Machine in the Library Office.

An A4 scanner is available in the Library Office area.

If you are photocopying or printing on behalf of a project, or large volume of sheets (over 50 sheets) please contact Nadja Qaisi to make arrangements to use and pay for this service: info@bi-amman.org.uk



Council for British Research in the Levant

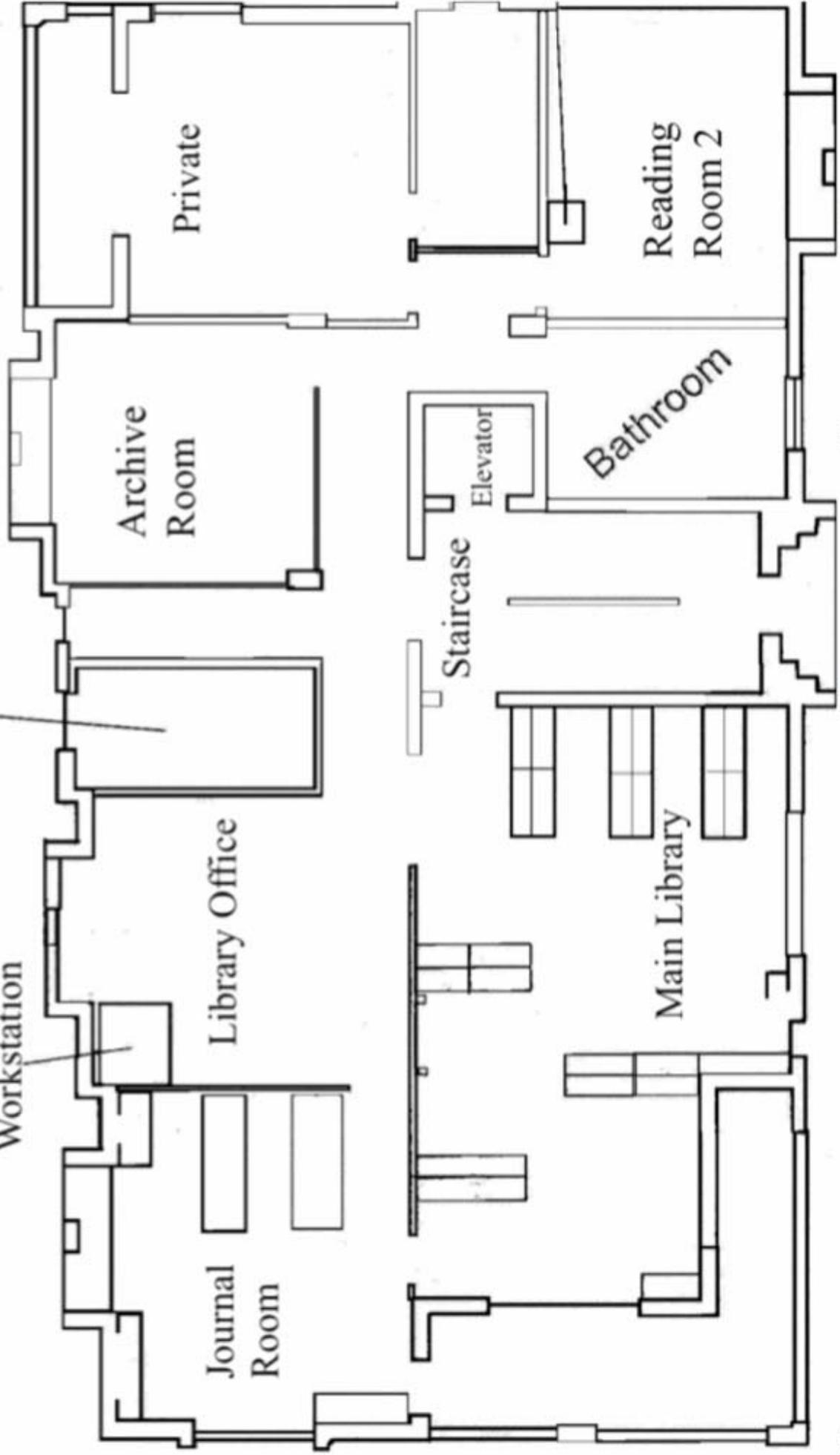
British Institute in Amman Library Map.

CBRL

Public

Server Room

Workstation



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