

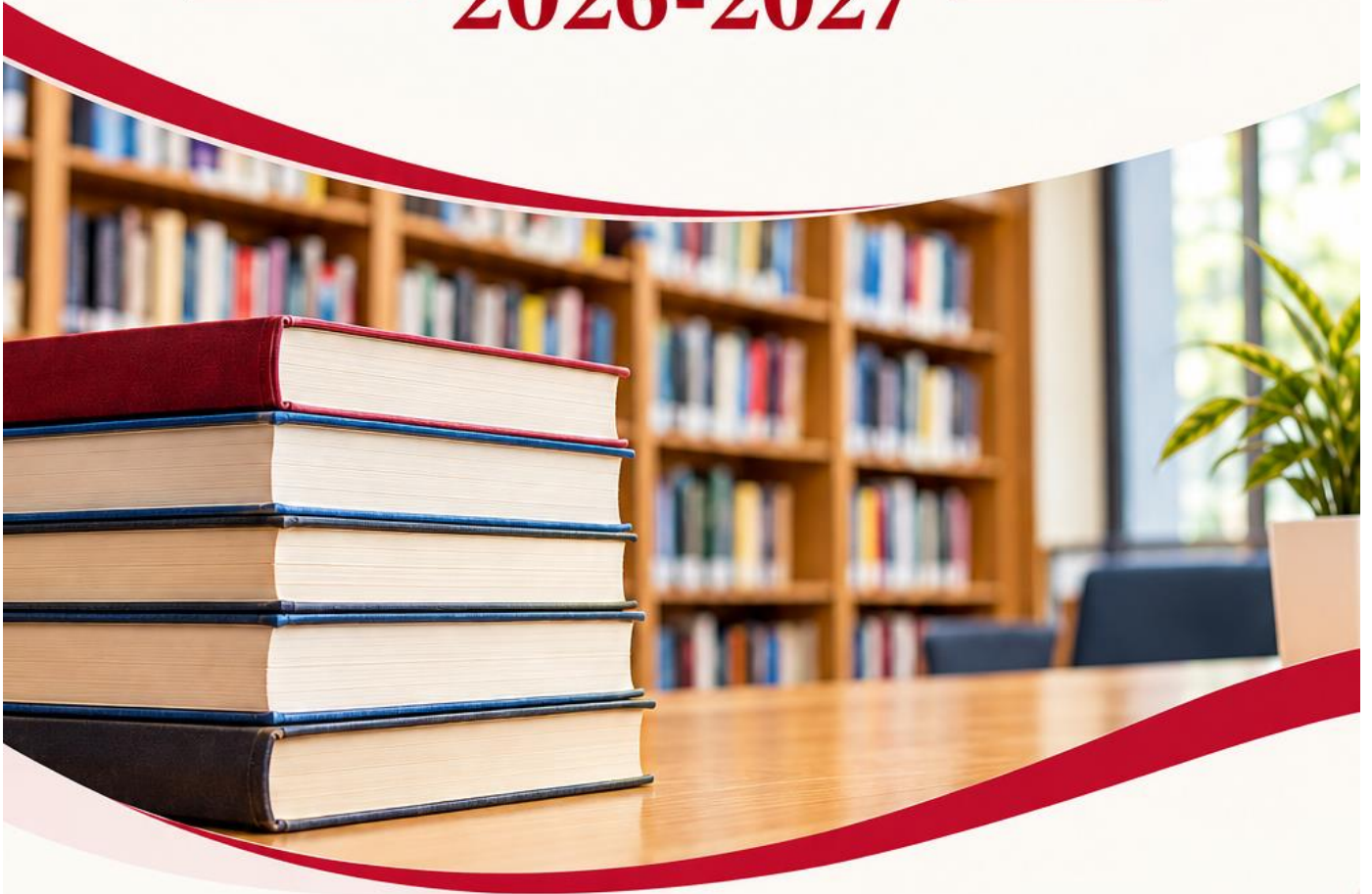
كلية البحرين الجامعية



UNIVERSITY
COLLEGE
OF BAHRAIN

LIBRARY GUIDE

2026-2027



*Today a reader,
tomorrow a leader*

- Margaret Fuller





GUIDE TO THE LIBRARY

<https://ucb.edu.bh/library/>

Introduction

UCB Library supports the university's instructional and research programs through a collection of books, journals, audiovisual materials, electronic resources on CD-ROMs, DVDs and online databases.

The emphasis of the collection is on subject areas related to the programs offered at UCB (Business Administration, Information Technology, and Communications & Multimedia).

Classification system

The library uses the DDC system (Dewey Decimal Classification) to arrange its collection on the shelves. DDC is commonly used in academic and public libraries throughout the world. Below is a chart of the main summary of DDC.

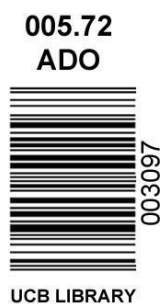
DDC's First Summary

000	Computer Science, Information & General works
100	Philosophy & Psychology
200	Religion
300	Social sciences
400	Language
500	Science
600	Technology
700	Arts & recreation
800	Literature
900	History & Geography

In order to acquire any item from the library locate the Call number of the item (Fig. 1) either by asking the library staff or by searching for the OPAC (Online Public Access Catalogue) at the library.

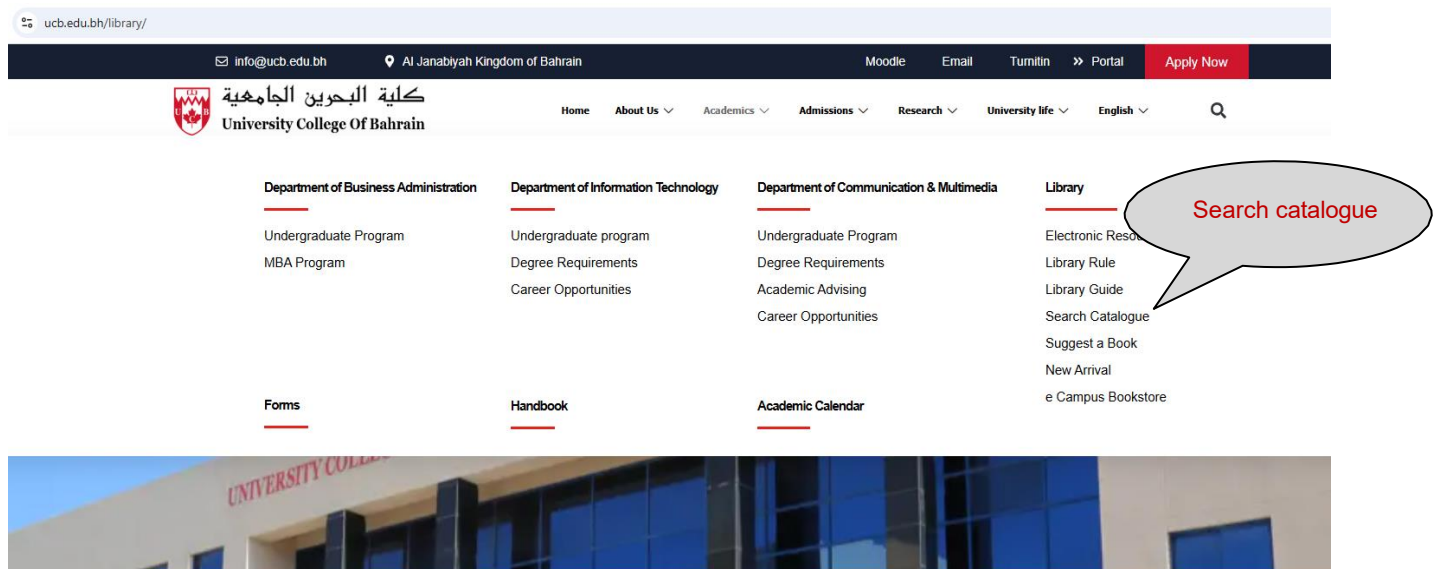


(Fig.1) Barcode label on the Spine of the Book.



Searching the OPAC (Online Public Access Catalog)

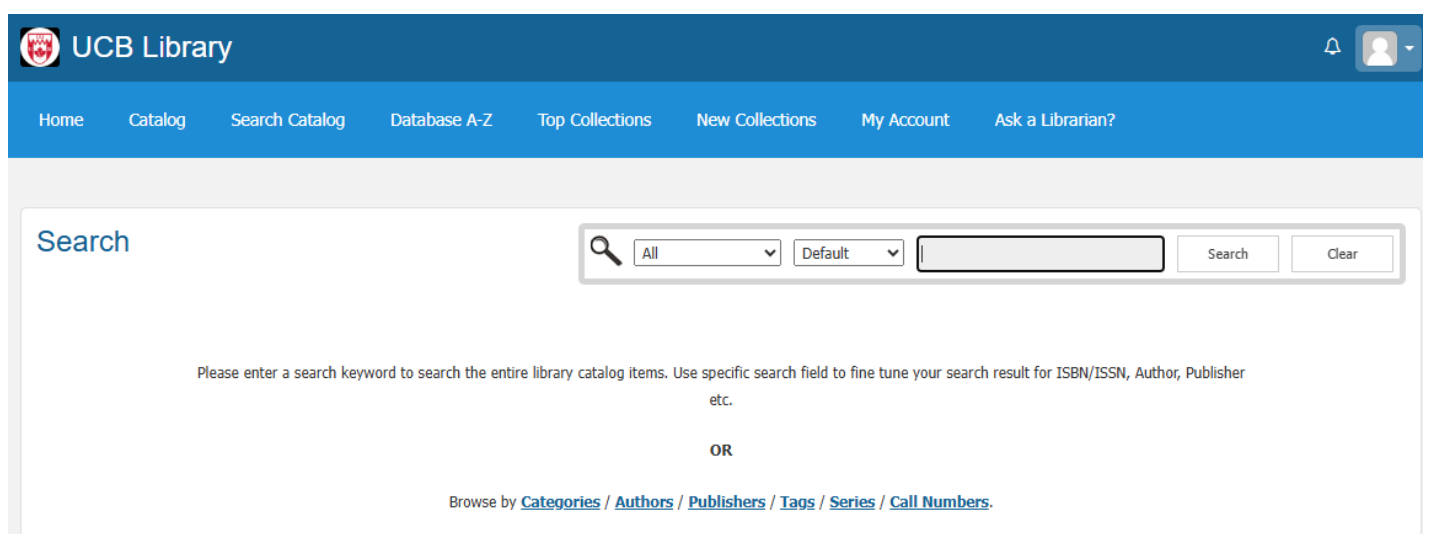
To search for bibliographic data of an item you need to connect to the OPAC which is available at:- <https://libucb.librarika.com/search> or through the library home page at : <https://ucb.edu.bh/library/> and click on 'Search Catalog'.



Library

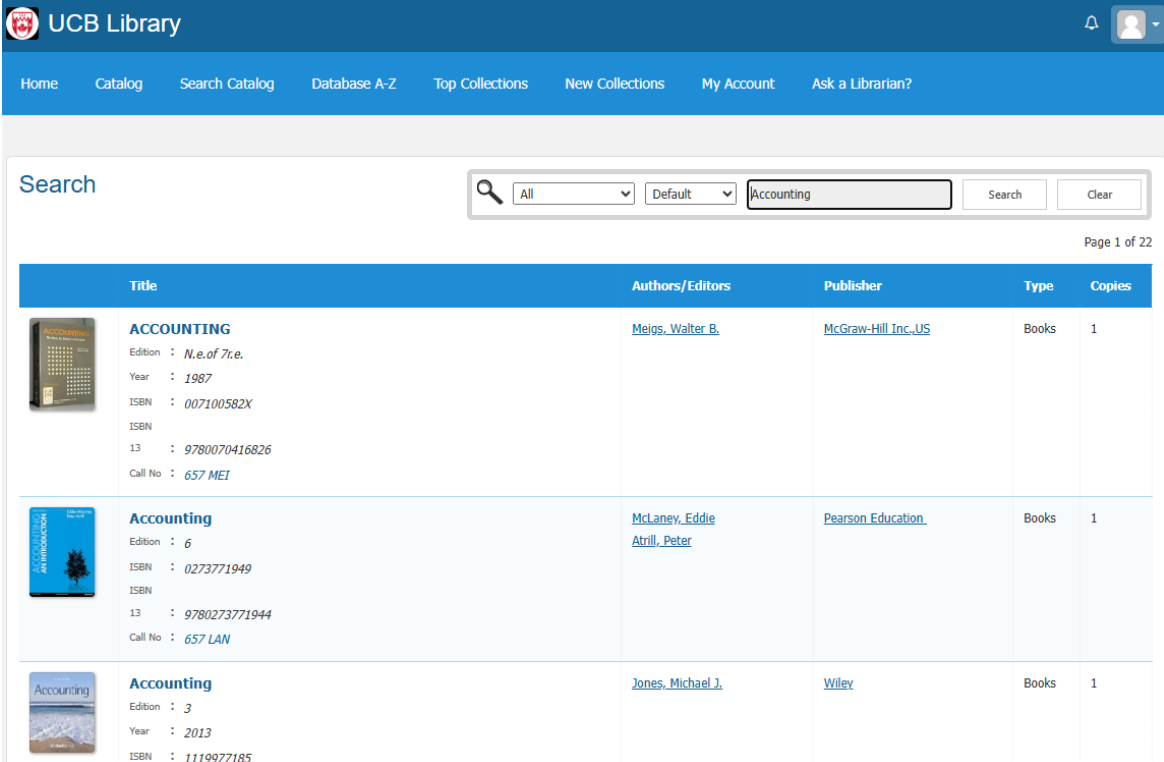
The UCB Library is a modern, fast-growing library that is an integral part of the educational process of the University. The book's stock is arranged in a classified sequence based on the Dewey Decimal Classification system. Most of the volumes in the library are on open shelves available for borrowing. It holds more than 7500 physical books including reference books and journals. There is a special section for reference and new arrivals. Additionally, UCB Library users can access more than 12 million journal articles & e-books, about 21000 academic videos, over 55000 dissertations, case studies, periodicals& magazines, images, and primary source collections in different disciplines through the ProQuest and JSTOR online library which subscribe to the library each year.

UCB library's home page



UCB library's Online catalog

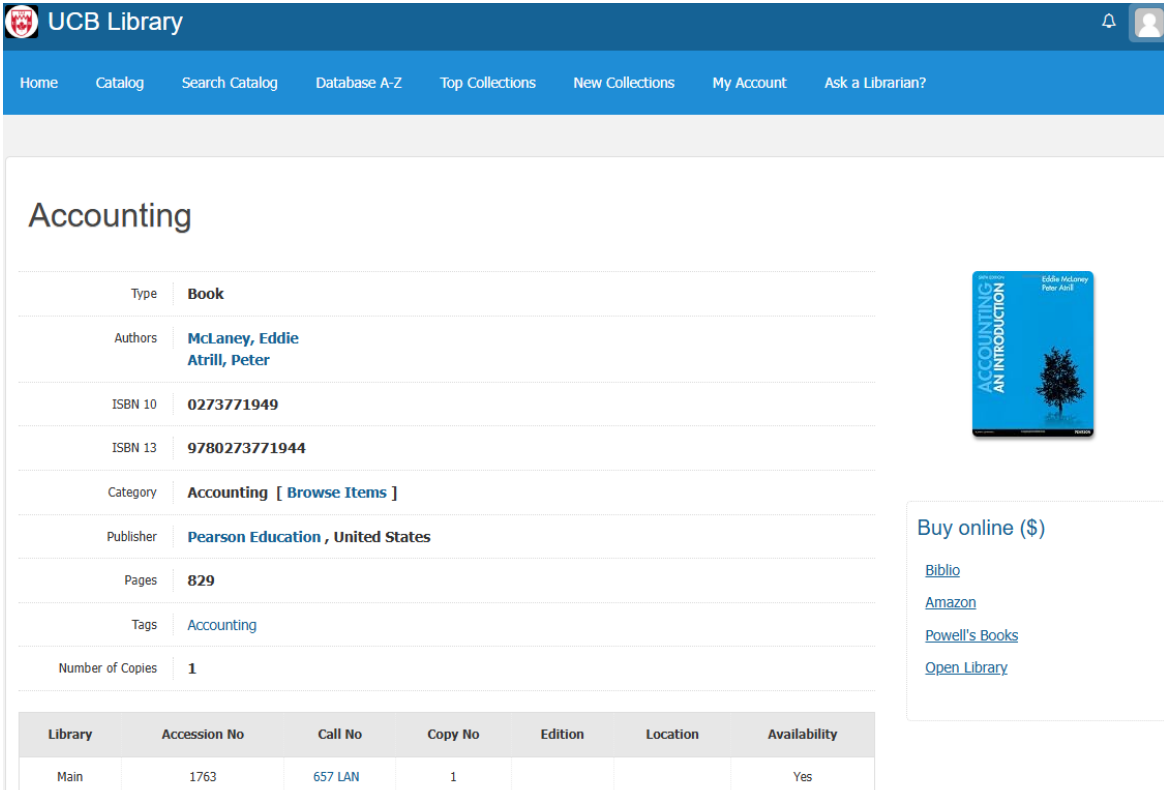
The UCB Library Catalog page consists of a search box for typing keywords related to the title or subject. Clicking on “search”, will retrieve a list of titles (Eg. Accounting, Screen shot 4). Selecting any of the titles will retrieve the full record of the entry (screenshot 5). The title entry record will have a call number which can be found on the library shelves.



The screenshot shows the UCB Library search results page. The search bar at the top contains the word "Accounting". Below the search bar, there are three search results listed in a table format. Each result includes a book cover image, the title, edition, year, ISBN, and call number. The first result is "ACCOUNTING" by Meigs, Walter B., published by McGraw-Hill Inc., US, with a call number of 657 MEI. The second result is "Accounting" by McLaney, Eddie and Atrill, Peter, published by Pearson Education, with a call number of 657 LAN. The third result is "Accounting" by Jones, Michael J., published by Wiley, with a call number of 1119977185.

Title	Authors/Editors	Publisher	Type	Copies
 ACCOUNTING Edition : <i>N.e.of 7c.e.</i> Year : 1987 ISBN : 007100582X ISBN 13 : 9780070416826 Call No : 657 MEI	Meigs, Walter B.	McGraw-Hill Inc.,US	Books	1
 Accounting Edition : 6 ISBN : 0273771949 ISBN 13 : 9780273771944 Call No : 657 LAN	McLaney, Eddie Atrill, Peter	Pearson Education	Books	1
 Accounting Edition : 3 Year : 2013 ISBN : 1119977185	Jones, Michael J.	Wiley	Books	1

The retrieved list of titles when searching for <<Accounting>>



The screenshot shows the full bibliographic record for the book "Accounting" by McLaney, Eddie and Atrill, Peter. The record includes a table with fields such as Type, Authors, ISBN 10, ISBN 13, Category, Publisher, Pages, Tags, and Number of Copies. To the right of the record is a book cover image for "Accounting: An Introduction" by Eddie McLaney and Peter Atrill. Below the book cover is a section titled "Buy online (\$)" with links to Biblio, Amazon, Powell's Books, and Open Library.

Library	Accession No	Call No	Copy No	Edition	Location	Availability
Main	1763	657 LAN	1			Yes

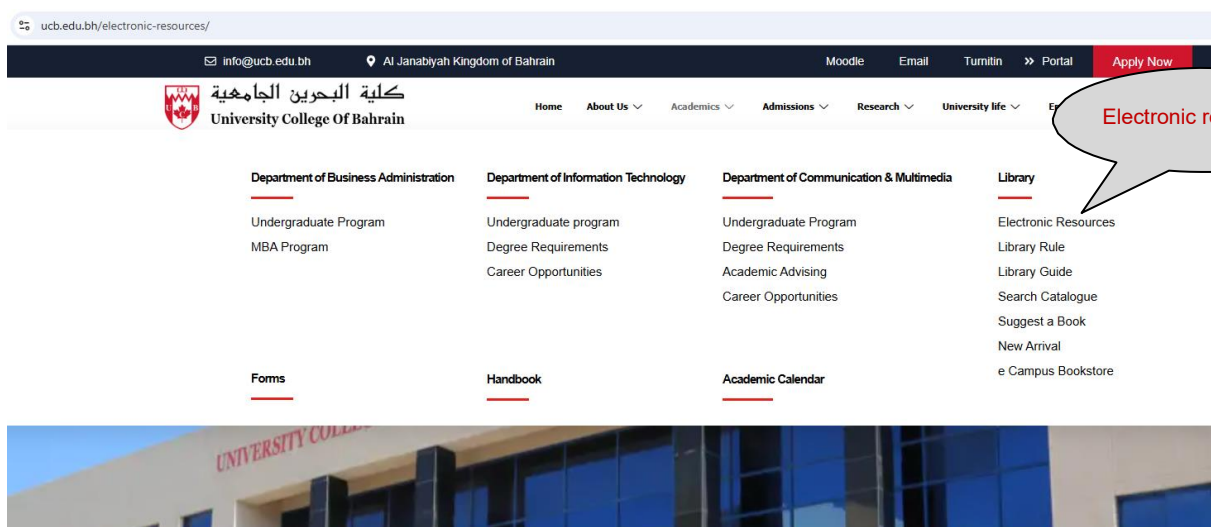
Full bibliographic record of the chosen title

Electronic Resources

UCB library subscribes to electronic resources (eBooks, ejournals, journal articles, periodicals, projects, Thesis, conference papers, newspapers etc.) on an annual basis. For the year 2026-2027, UCB Library has a subscription to **Al Manhal**, **ProQuest Database**, **JSTOR** and **Pearson Bookshelf**.

Users can access e-resources through the link:

<https://ucb.edu.bh/electronic-resources/>



Electronic Resources

UCB Library users can access academic books, journals, periodicals, and articles, etc. of all subjects through the ProQuest and JSTOR online library which subscribes to the library every year.

Al Manhal

<https://platform.almanhal.com/Saml2/SignIn?samlIdentifier=https://sts.windows.net/cbebcc5f-f074-4963-890e-bf7061b11b7b/>

Kindly refer to the librarian to provide your ID & password.

- Click on Login
- Type the keyword in the search box and click on search.



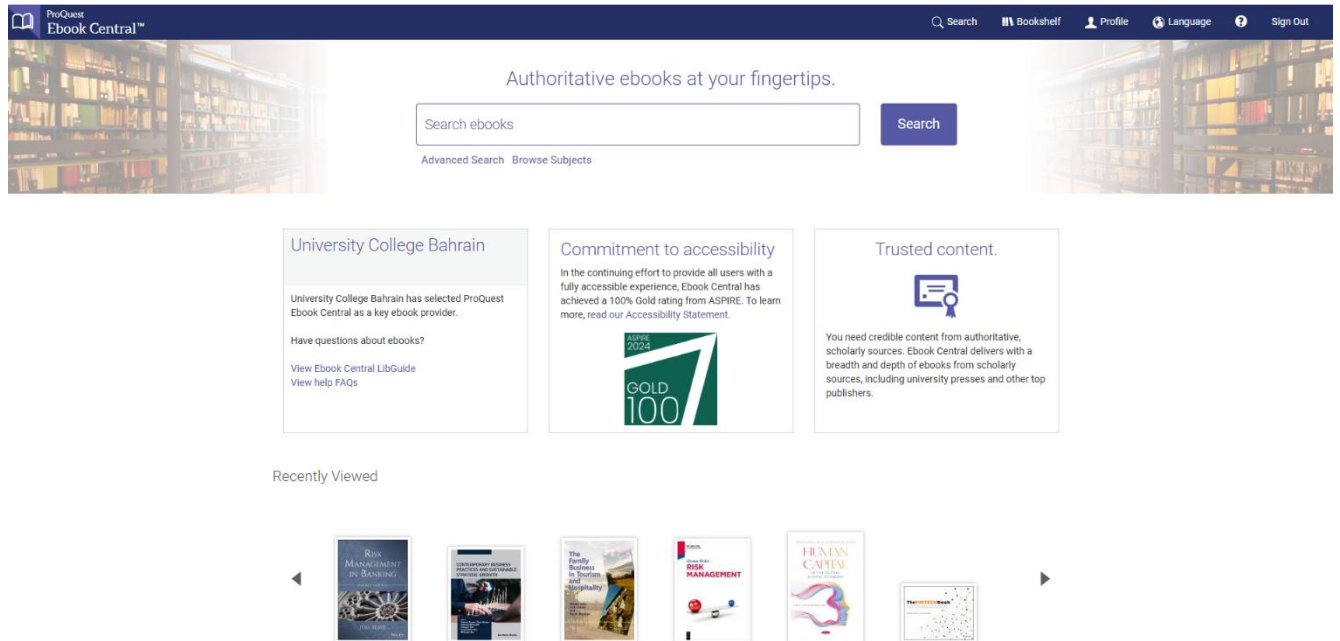
ProQuest

ProQuest eBook central <https://ebookcentral.proquest.com/lib/univercoll/home.action>

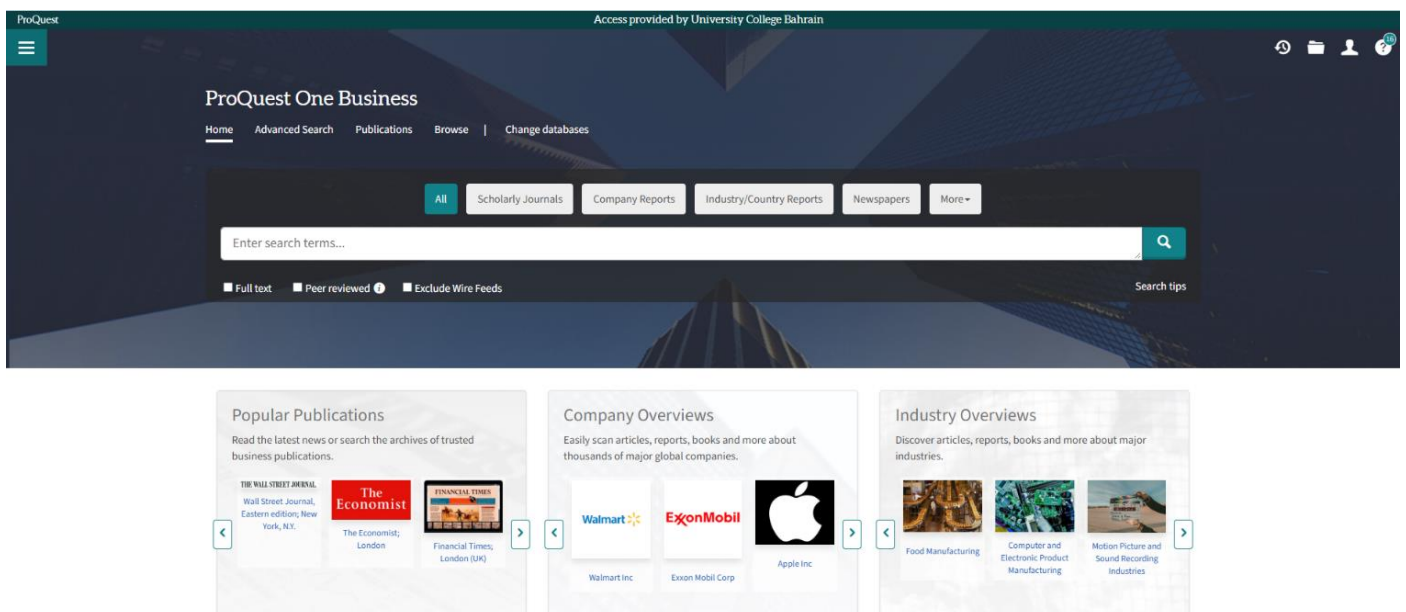
ProQuest One Business <https://www.proquest.com/pq1business?accountid=133255>

Kindly refer to the librarian to provide your ID & password.

- Click on Login
- Type the keyword in the search box and click on search.



Screenshot: ProQuest eBook Central



Screenshot: ProQuest One Business

JSTOR

https://www.jstor.org/?utm_source=zendesk&utm_medium=email&utm_campaign=ps_onbd_access_1

Kindly refer to the librarian to provide your ID & password.

- Click on Login
- Type the keyword in the search box and click on search.

Access provided by University College of Bahrain

1



Browse ▾

Workspace

Explore the world's knowledge, cultures, and ideas

Advanced Search

All Content ▾

Search journals, books, images, and primary sources



Indian, A Brahmin gives Krishna the Message or Invitation for the Competition to Rukmini's Swayamvara, from a Bhagavata Purana, c.1650-80, Part of Open: The Cleveland Museum of Art, Creative Commons: Free Reuse (CC0). Part of Open: The Cleveland Museum of Art.

Image 1 of 5 < >

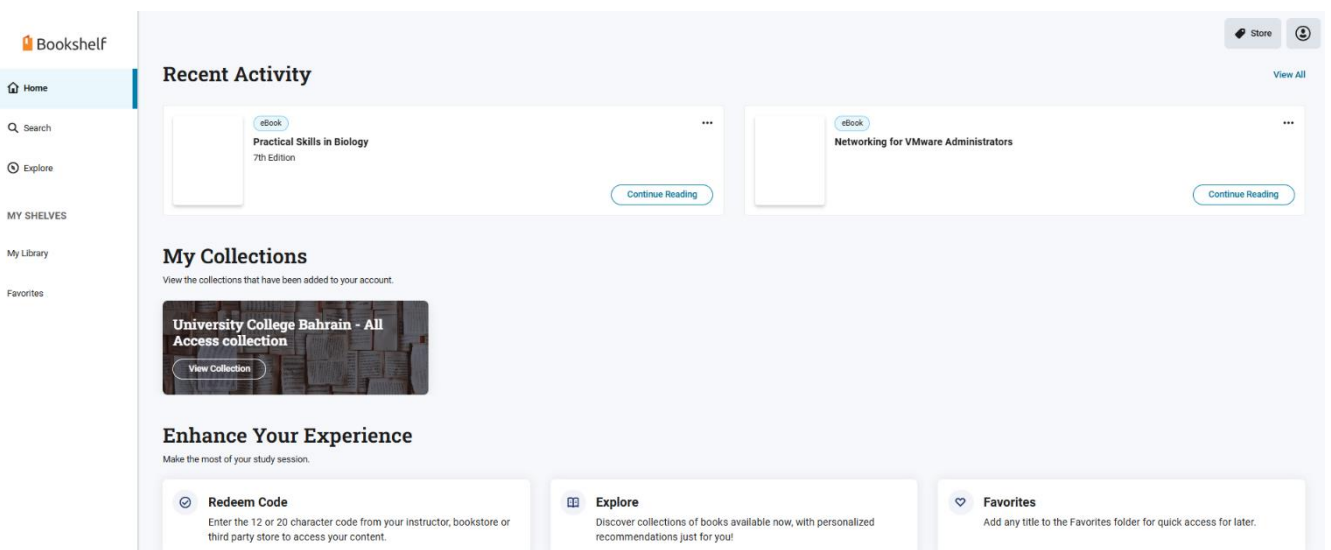
Screenshot: JSTOR

Pearson Bookshelf

<https://bookshelf.vitalsource.com/home/dashboard?context=user%2Fss0>

Kindly refer to the librarian to provide your ID & password.

- Click on Login
- Type the keyword in the search box and click on search.



Screenshot: Pearson Bookshelf

Circulation

Refer to the following table to check the Loan Periods/Number of Items Allowed when checking-out library items.

Users	No. of Items	Loan Period	Renewal
Faculty member	5	6 weeks	2 weeks
Staff	2	2 weeks	1 week
Graduate students	3	4 weeks	2 weeks
Undergraduate students	2	2 weeks	1 week

Table 1

The below mentioned items are not allowed to be checked out from the library.

Format	Call No. Designation
Journals	SER
Audiovisual Material	AV
Reference Material	REF
Reserve Material	RES
Thesis & Dissertations	TH

Table 2

Circulation rules

1. Students must present their UCB Student ID card before proceeding to check out an item. No other ID cards are allowed.
2. Students will not be allowed to loan/borrow more items if there is an overdue item on their account.
3. After the checkout process is done, students will have to sign on a receipt containing the bibliographic information, the checkout date and loan expiry date. Students should strictly follow the date of return. The receipt also includes a mark to refer to the condition of the book at the time of check-out. If an item is returned in a condition that doesn't match the checked mark the student will be fined or even asked to replace the item (with an item of the same Title, ISBN, Ed. no. etc.)
4. Items can be renewed once unless other patrons have waitlisted for it. After returning a renewed item, the student must wait 24 hours to check out the same title again.

Photocopying/ Printing/ Scanning

Students can print/ photocopy/ scan based on the following rules: -

Students will be given their own printing, photocopying & scanning code allowing to print/ photocopy/ scan 75 pages per semester free of charge. After exceeding the number of pages, the cost of printing/ photocopying/ scanning will be BD 1.5/100 pages. Please be advised that photocopying textbooks is prohibited.

Wireless Connections

The desktop PCs are provided with wired internet connection along with UCB's WiFi available for mobile devices i.e. Laptops, Smart phones for wireless connectivity. To configure your device for WiFi services, please refer to the IT Administrator.

Purchase Suggestion

Students/ staff may suggest a title to be purchased by filling in the: *Suggest A Book* form that is available at <https://ucb.edu.bh/library/> by clicking on "Suggest a Book" link.

The screenshot shows the UCB website with the URL ucb.edu.bh/electronic-resources/ in the address bar. The header includes the UCB logo and navigation links: Home, About Us, Academics, Admissions, Research, University life, and English. The main content area is divided into four columns: Department of Business Administration, Department of Information Technology, Department of Communication & Multimedia, and Library. The Library column lists links: Electronic Resources, Library Rule, Library Guide, Search Catalogue, **Suggest a Book** (highlighted with a red speech bubble), New Arrival, and e Campus Bookstore. Below these columns are links for Forms, Handbook, and Academic Calendar. The footer features a red banner for Electronic Resources.

Electronic Resources

UCB Library users can access academic books, journals, periodicals, and articles, etc. of all subjects through the ProQuest and JSTOR online library which subscribes to the library every year.

Follow the steps below to have to access the database:

[Pearson Bookshelf](#)

Please note the obligatory fields to fill-in: your name, email address, item's title, and the publisher's name. Upon clicking the submit button the data will be sent automatically to the librarian's email account to review the suggested title. If it is approved, the librarian will proceed with ordering the item.

Suggest a Book

* Required

Name *

Your answer

ID *

Your answer

Title

Your answer

Publishing Year

Your answer

Publisher

Your answer

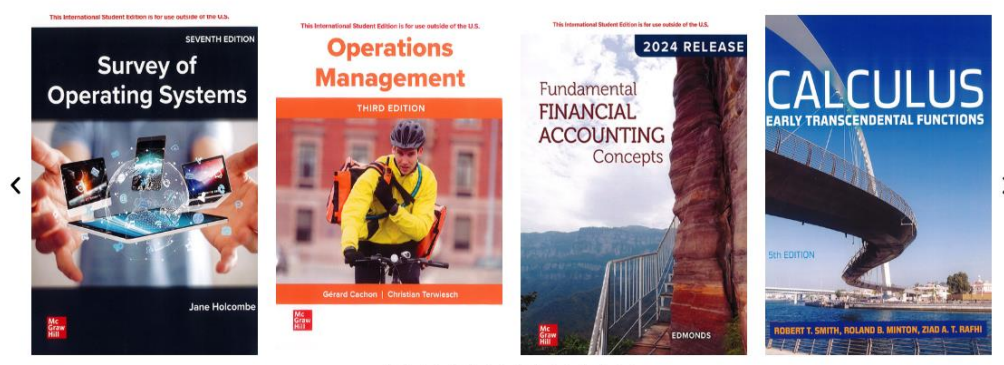
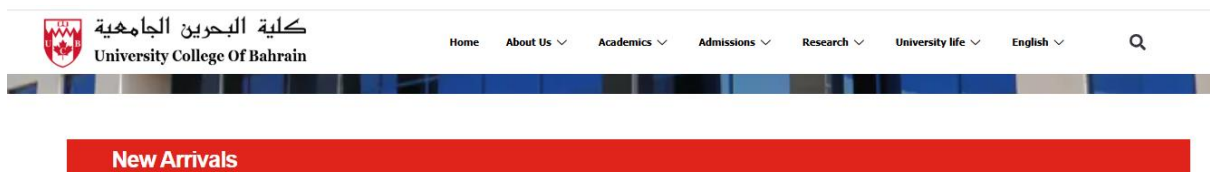
Suggest a Book form

New Arrivals

Latest additions to UCB Library collection can be checked at:

<https://ucb.edu.bh/new-arrivals/>

The lists are downloadable in PDF files.



Regulations

- Upon leaving the library make sure the borrowed/loaned item has been properly checked out otherwise a security alarm will go off.
- Students must show their UCB Student ID Card before getting any benefit from library services such as circulation, provision of printing/ photocopying, etc.
- Eating and drinking are not allowed in the library.
- Silence in the library is a must. Please keep conversations to a minimum and keep your mobile phones in silent mode.
- Don't leave your personal belongings in the library.

Library Opening Hours

- Sunday - Thursday: 8 am to 4 pm
- Library is open occasionally on weekends during MBA classes.
(Library will remain closed on public holidays)

Ask Us

Need an answer to a question related to library services, ask us and we are pleased to help you. Tel #: 13667350 or library@ucb.edu.bh