Lifelong Learning

Library Policy, Public Resources

Northern Technical University, Mosul-IRAQ

QUALITY ASSURANCE AND

ACADEMIC PERFORMANCE DEPARTMENT

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Name of policy	Library Policy and Procedure
Description of Policy	This policy defines how the University Central Library operates and functions
Policy Applies to	☐ Staff only ☐ Student only ☒ Staff and Students ☐ Specific
Policy Status	☒ New Policy ☐Revision

Approval Authority	President
Governing Authority	Quality Assurance and Academic Performance Department

Approval Date	August 2022
Effective Date	September 2022
Date of Last Revision	October 2022
Date of Policy Review	October 2027

Northern Technical University Central Library serves as a vital resource across our campuses, expertly catering to the academic needs of our university community.

Committed to enhancing the educational experience, the library provides a wide array of essential services, including orientation programs, user training sessions, reference assistance, database exploration, internet connectivity, as well as photocopying and printing services.

The Northern Technical University Library is dedicated to curating a comprehensive and up-to-date collection of references, periodicals, and multimedia resources, sourced from leading international book suppliers and vendors based in the USA, UK, and the Middle East. Our commitment to accessibility and quality ensures that our students and faculty have the resources they need to succeed in their academic pursuits.

Membership

Northern Technical University Central Library (NTUCL) is open for the purpose of study and research to the following groups:

- ❖ Members of Academic and Non-academic staff of NTU.

- ❖ Registered students of NTU.

- ❖ Graduates and retired staff members of NTU.

- ❖ Members of Academic staff of other Iraqi universities.

- ❖ Students of other Iraqi universities.

The NTU Central Library provides the following services to its users:

- ❖ Reference and User Education.

- ❖ Online Catalogs.

- ❖ Audiovisuals/Multimedia.

- ❖ Photocopy Service. E-printing service.

- ❖ Group Study Rooms.

- ❖ Interlibrary Document Delivery.

General Rules:

- ❖ All registered readers are presumed to know the Library regulations which are included in the Student handbooks and available in the Library and on the Library's web pages. Any amendments to these regulations are displayed in the Library.

- ❖ All members of the Library staff are authorized to inspect any books in possession of users leaving the Library.

General Behavior:

- ❖ Individuals aged 14 and under must be accompanied by an adult. Adults bringing children or minors into the Library are responsible for monitoring their activities.
- ❖ Prior approval from the Library Administration must be obtained before posting fliers and signs or distributing leaflets in the Library.
- ❖ Headphones must be used when listening to audio materials. The volume should be set at a level that ensures the sound is not audible to others.
- ❖ Cell phone conversations should be brief and conducted in a low voice. If an extended conversation is necessary, please go outside the designated phone area or the building.

Central Library Computer Use Policy:

- ➕ Public workstations in the Northern Technical University central library are available for research, learning, and scholarship.

- ❖ All members of the NTU community will be given priority over non-NTU patrons in the use of public workstations for research and learning.
- ❖ NTU students will be given priority in the Library Reference area.
- ❖ NTU students, faculty, and staff will be required to use their ID and password to access the public workstations.
- ❖ Public workstations will be available with a guest login for community users and other non-NTU patrons.

❖ Patrons who have laptop computers can connect to NTU's wireless network in the library.
❖ Wireless service is reserved for NTU members only, if a patron is not affiliated with NTU and wishes to use the university wireless services.
❖ All users must adhere to the University Information and Communication Technology Policy.

Library Facilities:

- Library catalog search service [(A-Z Database)](#) are provided.
- Free access to Digital Library of NTU
- Northern Technical University offers access all and its digital library for those not students at the university.
- This library contains a wide range of e-books, Video Library , articles, and reports on multidisciplinary topics.
- Access to all [university journals](#).
- [Digital reference service](#).
- [Digital Library Publications](#).
- [NTU Digital Repository](#).
- Free training workshops.
- Dissertation service through the request form for obtaining dissertations and [other services](#).

Continuing Education Center (CEC) of Northern Technical University

The [Continuing Education Center](#) (CEC) at Northern Technical University offers free training, courses, and workshops. These initiatives also help familiarize participants with the latest developments in various scientific journals.

International collaboration and Partnership with the (CEC) at Northern Technical University

The Continuing Education Center at the Presidency of the Northern Technical University, in cooperation and partnership with the Cambridge CTCG Language Training and British Council Development Group, announces the start of English language training and development courses for all levels. The trainee receives an internationally recognized certificate from the Cambridge Foundation upon completing the course.

Career Development Center

The main goal of the CDC is to reduce the gap between the outcomes of technical education (graduates) and the labor market by building bridges of cooperation with private sector companies and institutions in addition to local and international organizations. It includes three main units (Communication unit, Training unit, and Archiving unit). Furthermore, it supervises the work of (14) units at NTU Colleges and institutes in three cities (Mosul, Kirkuk, and Salahuddin).

Objectives

- ❖ Encouraging graduates to create new job opportunities through small and medium enterprises
- ❖ Encouraging and spreading the idea of working in the private sector instead of the public sector
- ❖ Supporting the labor market with technical graduates who have qualified skills to work with various sector
- ❖ Maintaining students' communication with economic institutions, international and local organizations, unions, and others

Vision

Supporting the labor market with technical graduates qualified with sufficient capabilities and skills to contribute to reducing unemployment as well as the integration in the labor market and developing the public and private sectors.