Mission:
The mission of the HCT Library is to underpin the teaching and learning strategies of the HCT by constantly enriching its educational resources and by providing user-focused services.

Vision:
The library envisions developing itself as a state-of-art information center to bolster the teaching quality, to fulfill the information requirements of the college and to empower the students as information literate.
"Libraries store the energy that fuels the imagination. They open up windows to the world and inspire us to explore and achieve, and contribute to improving our quality of life." - Sidney Sheldon
1. **Introduction**

The role of the library is indispensable in the higher education sector to enhance the quality of the education. The HCT Library with sincere commitments plays a vital role to support the teaching and learning process of the college. The library constantly endeavors to increase its resources and has currently 15400 books (6790 titles), 332 e-journals (open source) and 11 e-book directories (open source). To further improve its collection, the library now subscribes to ProQuest e-Books, ProQuest Central (e-Journals) and ProQuest Dissertations Databases. Our college has joined as member in OMREN which facilitates us to access Masader – Oman Virtual Science Library. Masader has 22 online databases. Internationally renowned, Dewey Decimal Classification system is used to classify its collections which paves the way to find the books effortlessly.

**Library Hours**

**General Opening Hours**
- Sunday to Wednesday: 8:00 AM to 8:00 PM
- Thursday: 8:00 AM to 2:30 PM
- Saturday (during exams): 8:00 AM to 3:00 PM
- Friday - Saturday: Closed

**Ramadan Opening Hours**
- Sunday to Thursday: 8:00 AM to 2:00 PM
- Friday to Saturday: Closed

2. **How to Find Books in the Library**

All books are catalogued and can be found through our online catalogue (OPAC). The library catalogue can be accessed outside the campus as well. The staff can access via Staff Portal and students can access via Student Portal by using Username and Password.

**Step 1: To access the library catalogue inside the campus:**

**Path**

| HCT website | Quick Links | Library | E-services | Online Library Catalogue |

First Login with your username and password to use all options
**Step 2: Books Search**
Enter **title (or) author (or) publisher (or) keyword** in the **search box** and select the required field and click the ‘search’ button.

The result will be displayed as follows:
Click on the title of the book to know the book detail and its availability for borrowing.
Book Detail:

**Subject of the book**

To reserve the library book for borrowing
Just click the ‘Reserve’ button to reserve the book.
The following message will appear after the successful reservation:

“The book successfully reserved. The reservation is valid up to _________.

The reservation is valid for three days only. Books should be borrowed within three days.

**Online Renewal**

Just click the ‘Renew’ button to renew the book. Borrowed books can be renewed online. Renewal is allowed only for two times. The following screen will appear where we have to click “Renew” button to renew the book. Books will be renewed and the date for returning will appear.

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**3. E-Resources at HCT Library**

**ProQuest:** The library subscribes to ProQuest e-Books, ProQuest Central (e-Journals) and ProQuest Dissertations Databases. ProQuest e-Books has more than 1, 50,000 e-Books for all major subjects. ProQuest central has more than 25,000 e-Journals, and Dissertations database has more than 1, 90,000 dissertations. ProQuest databases can be accessed via the staff portal and student portal.

**Masader:** Our College has joined as member in OMREN which enables us to access Masader – Oman Virtual Science Library. Masader has 22 online databases for the subjects taught at HCT. These databases are having plethora of e-Books and e-Journals. They can be accessed via our staff portal and student portal.
# 4. Arrangements of Books in the Library Stack Area

The library books are arranged as per Dewey Decimal Classification (DDC). Display boards with subject names are fixed in the stack area. Subjects’ subdivisions are pasted on the racks to find the books easily.

If you need any help in finding books, you please contact the library staff.

<table>
<thead>
<tr>
<th>Library Stack Area</th>
<th>Row 1</th>
<th>Row 2</th>
<th>Row 3</th>
<th>Row 4</th>
<th>Row 5</th>
<th>Row 6</th>
<th>Row 7</th>
<th>Row 8</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Computer Engineering, Philosophy &amp; Psychology, Social Science (Education and Economics) and English</td>
<td>Computer Engineering and Mathematics</td>
<td>Life Science, Agriculture and Chemistry</td>
<td>Mechanical Engineering</td>
<td>Electrical &amp; Electronics Engineering</td>
<td>Civil Engineering and Environmental Science</td>
<td>Management</td>
<td>Architecture</td>
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5. Group Discussion Room and Research Wing

**Group Discussion Room:** This facility is for the benefit of the students. The students should reserve the room through the ‘Online Room Reservation’ facility which is available on the college Intranet. Students must log-in with their valid HCT username and password to access Online Room Reservation System. Two dedicated systems are available in the library for booking Group Discussion Room.

**Research Wing:** It has students’ project reports for reference purpose. In addition four computers are available for our students to access e-Resources such as proQuest and Masader, and also to access other resources on the college website such as online library catalogue and e-Learning portal for their academic needs.

6. Interlibrary Cooperation

Our college library has tie-up with Oman’s two prominent libraries Hisn A’Shumookh Library and Sultan Qaboos University Library. They are ready to provide the required research papers and book chapters from their subscribed e-Resources. This kind of arrangement will help us to get the required information to enhance the quality of our teaching and learning.

If you need journal articles or book chapters (e-Books) from the online databases subscribed by these two libraries for your academic needs and scholarly activities, we request you to kindly submit it via ‘Ask Librarian’ form which is available online on the library webpage. The library will get the required information for you from either Sultan Qaboos University Library or Hisn A’Shumookh Library.

**Hisn A’Shumookh Library**
Hisn A’Shumookh Library (www.hsl.om and http://www.hsl.om/?lang=en) is one of the well-established libraries in Oman. The library has wide range of collections for science and technology subjects which comprises both print and electronic formats. Hisn A’Shumookh Library subscribes to major online databases for example Ebrary, Arabase, Ecolink, Edusearch, Medline Complete, ProQuest Central and ProQuest Dissertation.

**Sultan Qaboos University Library**
Sultan Qaboos university (www.squ.edu.om/libraries/) main library is one of the biggest libraries in Oman. It subscribes to most of well-renowned online e-Journals and e-Books databases such as ProQuest, EBSCO host, Access Medicine, ACM Digital Library, APS Physics, Web of Science, ASTM International, Engineering Village, Emerald insight, IEEE Xplore Digital Library, IEEE Computer Society, IET Digital Library, MEDLINE, Science Direct, SpringerLink E-journals, Taylor and Francis Online, ASME Digital Collection, etc. This broader coverage will certainly help us to get the required information from them.
7. Library Rules to Borrow Books

Book Circulation for the staff and students

1. The staff with an active HCT ID card can borrow a maximum of five books at a time, excluding reference books, journals and magazines, for a period of 30 days.

2. Students with an active HCT ID card can borrow a maximum of three books at a time, excluding reference books, journals and magazines, for a period of two weeks.

3. Staff and students can renew the borrowing twice for the same amount of time as the original loan period either by visiting the library or via the Online Library Catalogue.

4. Staff and students can reserve books online through the Online Library Catalogue for a maximum of 3 days after which the reservation is cancelled. The borrower may also cancel their reservation which is limited to twice in a week. The borrower must locate the books reserved when they come to collect the books reserved.

5. A student may borrow prescribed textbooks from the Library Book Bank Section for a period of one semester to the list of students provided by the units concerned. In case of students from ELC, prescribed textbooks are distributed to the students in the beginning of the semester, and are collected back at the end of the semester by their course tutors.

6. Not returning the library books by the due date is liable for appropriate penal action against the defaulters.

7. Books returned in poor condition shall not be accepted, and the same is treated as books not returned.

8. The borrower shall replace books damaged or lost, if any, with a book of either the same edition or the latest edition of the book, or pay the cost of the latest edition.

9. Staff going on annual vacation or long leave are required to obtain clearance from the library after returning the books borrowed failing which their leave will not be approved. End of service benefits of staff resigning from service shall not be cleared unless the library clearance is produced.

10. Students shall be denied their transcripts upon leaving the college after completion of their studies unless they produce the library clearance.
8. How to Evaluate the Internet Resources

When we search information for our academic and research purpose on the Internet, the information received from the Internet should be evaluated because anyone can publish anything on the Internet. Opinions, misconception and inaccurate information are available plenty on the Internet. Information available on the Internet is not regulated for its quality, authenticity and accuracy.

The following factors are to be considered to assess the information available on the Internet:

1. **Authorship**: It is one of the major criterions to evaluate the information. The followings should be taken into consideration
   - The author is well-known in the particular field.
   - If the particular is not well-known, we have to check the author’s credibility by checking author’s position, institutional affiliation, checking the links to the author’s document from another document you trust.

2. **Publishing Body**: It also helps to evaluate the retrieved information.
   - Find whether it is part of an official academic or scholarly website.
   - Is the organization recognized in the particular field?
   - Ascertain the relationship of the author and the publisher. Is the retrieved information prepared as a part of the author’s professional duties or a casual or for-fee nature telling nothing about the author’s credentials within an institution?
   - Can you verify the identity of the server where the document resides?
   - Does the web page actually reside in an individual’s personal Internet account, rather than being part of an official website?

3. **Referral to and/or knowledge of the literature**: It refers to the content and reveals what the author knows about the particular work. It helps to evaluate the author’s knowledge in the particular area. The following criteria serve as a filter:
   - The document includes a bibliography.
   - The author refers related sources with proper attribution
   - The author displays related theories, thoughts and techniques considered appropriate to the particular work.
   - If the author is using a new theory or technique as a basis for research, he or she discusses the value and/or limitations of this new approach.
   - If the author's treatment of the subject is controversial, he or she knows and acknowledges this.
4. **Accuracy**: It is an important part of evaluation.

- The sources for factual information should be clearly listed to confirm whether the information is accurate or not. The information can be verified from other sources.
- The information should be free from grammatical, spelling and other typographical errors.

(Reference: [http://library.nmu.edu/guides/userguides/webeval.htm](http://library.nmu.edu/guides/userguides/webeval.htm) Accessed on 05th June 2016)

5. **Currency**: It refers to the timeliness of the information. Some information is very time sensitive. To find the currency the followings have to be checked:

- Date of creation/ publication
- Are they updating the page regularly?
- When it was revised and
- If no date is given, it can be found on the directory in which it resides

(Reference: [http://library.nmu.edu/guides/userguides/webeval.htm](http://library.nmu.edu/guides/userguides/webeval.htm) Accessed on 05th June 2016)

6. **Coverage**: Coverage is one of the most important factors to consider before using the information in a Web page.

We have to find whether the website addresses the particular topic clearly and adequately, and also to what extend it covers the particular topic and substantiate other relevant materials. Furthermore, the user should check the identified audiences are appropriate for your needs.

(Reference: [http://library.nmu.edu/guides/userguides/webeval.htm](http://library.nmu.edu/guides/userguides/webeval.htm) Accessed on 05th June 2016)
9. Frequently Asked Questions (FAQs)

1. What are the opening hours of the library?
   General Opening Hours
   Sunday to Wednesday: 8.00 am to 8.00 pm
   Thursday: 8.00 am to 2.30 pm
   Saturday (during exams): 8:00 AM to 3:00 PM
   Friday and Saturday: Closed

   Ramadan Opening Hours
   Sunday – Thursday: 8.00 am to 2.00 pm
   Friday and Saturday: Closed

2. Who can borrow books from the library?
   All staff and students of HCT can borrow books from the library.

3. How many books can a member borrow?
   Students can borrow a maximum of three books at a time and staff can borrow maximum of five books at a time.

4. What is the lending period of a book?
   Normal lending period of a book is two weeks for students and one month for staff.

5. Is it possible to renew the book online?
   Yes, borrowed books can be renewed for two times. Online renewal facility is available. College website -> Quick link-> HCT Library ->E-services ->Online Library Catalogue -> Renew Book (the user should login to use this facility) (To access outside the campus, the staff can access through Staff Portal and the student can access through Student Portal).

6. Is there any reservation facility available in the library?
   Yes online reservation facility is available. Reservation is valid for three days only. College website -> Quick link-> HCT Library ->E-services ->Online Library Catalogue (search books and select the title) -> Reservation (the user should login to use this facility). (To access outside the campus, the staff can access through Staff Portal and the student can access through Student Portal).

7. How can I find whether a specific book is available in our library?
   Library catalogue is available on the college website under the library section (Online Library Catalogue). It can be used to find whether a specific book is currently available in the library or not. College website -> Quick link-> HCT Library ->E-services -> Online Library catalogue
   To access outside the campus, the staff can access through Staff Portal and the student can access through Student Portal.
8. What are the activities that are not allowed inside the library?
Damaging library properties, eating, sleeping and making noise are not allowed inside the library.

9. What is Group Discussion Room?
This facility is for the benefit of the students to discuss as a group for the academic purpose. The students should reserve the room through the Online Room Reservation facility available on the college Intranet to use the rooms. Students must log-in with their valid HCT username and password to access Online Room Reservation System. Two computers are deployed in the library for reserving.

10. What is Research Wing?
It has students’ project reports for reference purpose. In addition four computers are available for our students to access e-Resources such as proQuest and Masader, and also to access other resources on the college website such as online library catalogue and e-Learning portal for their academic needs.

11. How can the staff and students access proQuest online database?
For Staff
College website -> Staff Portal -> ProQuest
For Students
College website -> Students Portal -> ProQuest
ProQuest can be accessed both inside and outside the campus.

12. How can the staff and students access Masader?
For Staff
College website -> Staff Portal -> Masader
For Students
College website -> Students Portal -> Masader
Masader can be accessed both inside and outside the campus.

13. What is ‘Ask Librarian’ service?
If you need any help in obtaining information for your study purpose, you are requested to use this online service. Your queries will be answered by our library staff as soon as possible. The online form is available on the library page under LSS menu.

14. What is ‘Library Suggestion Form’?
HCT library aspires to improve its resources and services to fulfil your academic requirements, and welcomes your suggestions via this channel to accomplish this task. The suggestions can be submitted via the online form available on the library page.
15. What is ‘Inter-Library Cooperation’?
The library has tie-up with Hisn A’Shumookh Library and Sultan Qaboos University Library. If you need journal articles or book chapters for your academic needs from the online databases subscribed by those libraries, they are ready to send them through our college library. Please browse HCT library website for more details.

Contact us:
Contact Nos : 24473729 and 24473730
Library Extensions : 5129 and 5130