



Socioeconomic Institute for Advanced Studies (SIAS)

*Pioneering Socioeconomic Solutions
& Development by Multidisciplinary Holistic Academic Programs*

SIAS Library Policy & Type of Listed Books as per the Accredited Programs

Updated April 2023

Part One – SIAS Library Policy

1.0 Purpose of SIAS Library

Following law No 010/2021 of 16/02/2021 & the Ministerial Order No 001/MINEDUC/2021 of 20/10/2021, the primary purposes for SIAS library is to be a main reliable source for all SIAS current and future programs references that are related to socioeconomic development, multidisciplinary approaches and problem solving in relevance to the economics, social sciences and the variety of fields that formed the new academic programs on offer.



2.0 Role of Library Support Team

The role of the SIAS library team is to setup and ensure that SIAS library will be delivering its key functions to enable it to chart a course for improvement. The team would have the collection of books in the library information systems. SIAS library team would strive to assist all those seeking information with the use of library printed and electronic materials through the use of library books, case studies and journals. SIAS support team would offer assistance and service to all students and its visitors.

They would frequently analyzing accurately the needs of the students and formulate appropriate recommendations that will result in producing annual framework for improving the institute library services. To accomplish the library purposes, SIAS team would use a checklist that would be like an instrument for evaluating the following components consistently:

- 1- The availability of the reference books for each type of program and for each type of module.
- 2- The ease of both physical- and the electronic accessibility of the books.
- 3- Evaluate and improve the library design (where necessary).

The library support team would be at least three staff for managing the library. The library would be also the main source for the teaching faculty in identifying instructional needs.

3.0 Codification and classification of the library materials as per the type of programs in SIAS.

The library team would define the type and the use of library resources and services. They shall periodically review and revise the library by the faculty or library committee. The library's collections shall comprise also recorded information owned by the college foreducational, inspirational, and recreational purposes, including multi-dimensional, aural, pictorial, and printmaterials.

The library shall have high percentage of material needed by the students for each type of program. The amount of print materials to be thus provided shall be determined by special forms which takes into account the nature and extent of the SIAS academic program, and its level of enrollment, and the teaching faculty.

4.0 Accessibility of the library

SIAS own materials that are required to support the several curriculum areas for modules of the different programs. The library acquires and organizes most college-owned recorded information, but the delivery of thisinformation is somewhat restricted by storage and access conditions at the library. SIAS-owned materials required to support several curriculum areas of the college are not acquired and organized by the library, and delivered through its services.

The SIAS Library team would select an adequate portion of the bibliography of the disciplines represented by thecurriculum, appropriate in quantity to both the level of instruction and to the number of students and faculty who use it.

Basic collections should be developed by each department or program coordinator in SIAS. The program coordinator is responsible for the continuous evaluation of the collection provides for the withdrawal of materials which do not contribut to the college's current or anticipated academic programs. The collection is periodically evaluated to identify outdated or non-supportive materials. More frequent reviews are required in a few subject areas.

Library collections shall be liaized with the nationally conventions and arranged for efficient retrieval at time of need. There shall be a union catalog of the library's

holdings that permits identification of items, regardless of format, by author, title, and subject.

5.0 Resources of SIAS Library

SIAS library would contain more than (1,000) book and more than (600) titles in all the disciplines that address the multidisciplinary programs accredited. In addition, the library would subscribe gradually to a number of periodicals and publications and would ease the accessibility to open access journals that help the postgraduate students to do their research on the subjects of interest effectively and efficiently.

The area of the library is located in quite place of the SIAS building. The library have two disktops for searching and offer borrowing of laptops when necessary for students or faculty. The library have 2 printers that are multipurpose, i.e. do photocopies and scan.

SIAS library would have a loan system when only few restricted reference books. Almost 97% of the library content titles are in English. SIAS library would be connected to different local or international universities to ease the information network for the SIAS stakeholders. All SIAS halls, including the library are equipped with internet services where the speed for upload would be 10 Mbps and 50 Mbps for Download.

6.0 Indexing and Arrnging of Library Materials

The library has a bibliographic control system for the classification, bibliographic identification, location, and retrieval of all library materials which conforms to national conventions and includes author, title, and subject entries.

The library has a bibliographic control system that is adequate most of the time, but excludes some materials according to form or location. Most SIAS library materials are arranged on the shelves by subject and the college community locates, browses, and selects these materials with ease. Library materials are generally arranged on open shelves by subject. SIAS would strive to reduce the complexities of classification or storage of materials.

7.0 Role of SIAS Library Team

SIAS qualified administrative staff would be the library support team where library care would be part of their job requirements, training, and experience. The library shall establish and maintain a range and quality of services that will help to promote the academic programs of the institution and encourage optimal library use by the postgraduate students.

The library team shall ensure the delivery of proper services as:

- 1- The provision of continuing instruction to patrons in the effective exploitation of the library materials;
- 2- Give guidance of patrons to the library on the materials they need; and provides the the information appropriate.
- 3- Library materials shall be circulated to qualified patrons under equitable policies and for as long periods as possible without jeopardizing their availability to others.

- 4- The availability of reading materials shall be extended wherever possible by the provision of inexpensive means of photocopying.
- 5- The quality of the collections available locally to patrons shall be enhanced through the use of Interlibrary Loan Standards and other cooperative agreements which provide reciprocal access to multi-library resources.
- 6- SIAS library and its team shall specify also specific hours of public access to the materials on the shelves to non-SIAS students and researchers so that they appreciate the speciality of the library and the study facilities of SIAS in general.
- 7- The library support staff align themselves consistently with the reasonable demand, both during the normal study week and during weekends and vacation periods.
- 8- Where academic programs are offered away from SIAS campus, the library team shall work on providing means to students or the beneficiaries about the books they could access.

8.0 Library Circulation

Uniformly administered circulation policies regulate use of library materials for periods that are reasonable without jeopardizing SIAS community's access to materials. The circulation policies in SIAS regulate the use of library materials for periods that are usually acceptable. The library team shall carry a review of the policies is desirable to correct minor problems. As per SIAS circulation policies, certain materials would be restrictive if seen they harm the access to others who needs it frequently.

Most materials in the Library are not to circulate outside the library except for SIAS fully registered students and based on books type and priority. Generally only single volume may be checked out to SIAS faculty, and students .The students card would need to be shown for any access to resources.

The loan period of circulating materials is 14 days renewable. Materials on program approved modules reserves may be checked out for two hours by all library users. Patrons without SIAS affiliation will be asked to leave a valid form of official identification. The Library team might ask to keep the ID as a reserve until the item is returned. And this apply for external visitors.

9.0 Access to Multi-Library Resources and Conduct Policy

SIAS library efficiently delivers materials and services provided by local, state, and national libraries via inter-library loan codes and joint access consortia to students, faculty, and staff. The library delivers materials and services provided by other libraries to students, faculty, and staff, without delays or eliminate access difficulties periodically. The library delivers materials and services provided by other libraries only to selected individuals or groups in the academic community.

To ensure a pleasant and productive environment for study and research for all users, the SIAS library team expects all users to refrain from the following activities:

- Removing or attempting to remove library materials or property without formal check-out or other authorization.
- No Smoking, drinking and eating within the library.
- Damaging library materials by marking, underlining, removing pages, or mutilating or defacing them in any other way.
- Leaving books, materials, or personal property on tables. All personal belongings should be taken with you when exiting the library.
- Engaging in disruptive behaviour or activities (audible use of pagers, cellular phones, noise and inappropriate sexual behaviour).
- Personal use of public access computers.
- Being in unauthorized areas of the library or remaining in the library after closing or when requested to leave (emergency situations included).
- Disposit of your official student card or national ID for Visitors to the Librarian office before the use of SIAS library materials
- In case of warmth period no use of Pullover and Jackets for students only
- Backpack and handbags are kept in our Library shelf
- The use of personal laptops, tablets and smart phones for students ,staff and Visitors are allowed to be used in every room of our library included computer room and reading room.

SIAS Library Desktop Personal Computers (PCs) is provided to enable library users to access the collections and other information resources and services in support of curriculum and research needs. The following rules apply to use of (Pcs):

- a) First priority for use of these PCs is accorded to SIAS students, faculty, and staff.
- b) Use of computing resources is a privilege that depends on individuals using the resources appropriately and in accordance with SIAS policies and local, state, and federal laws. These policies cover such areas as illegal access to computer systems, networks, and files, copyright, and harassment issues.
- c) At times, the demand for library PCs exceeds availability, the library team may ask the users to limit the use during times of heavy demand.
- d) The library user may be asked to be sensitive to the fact that some on-screen images, sounds, or messages create an atmosphere of intimidation or harassment for others.
- e) The Libraries may take steps to maintain an environment conducive to study and research.
- f) SIAS welcomes the use of laptops and other personal computing devices in the Libraries. Users may connect personal equipment only to the wireless network, however users may not unplug any Libraries' equipment or cables for any reason. Use of personal equipment, such as extension, adaptor, or power cords must not pose a safety hazard for others.

10.0 Working Hours

The number of hours per week that SIAS library services and facilities are available meets the study and research needs of the SIAS community. Library hours are usually

responsive to the community's needs for library services and facilities. There are requests for minor changes in these hours.

There are periods during the week (e.g., evenings, weekends) and the academic year (e.g., vacations, exams) when library hours would be responsive to the community's needs. The number of library hours should help the SIAS community to achieve its educational goals.

11.0 SIAS Library Leader & Library Committee

SIAS Library is run a library team who are trained staff from the administration knows all the books and periodicals accessibility and requirements. However, SIAS shall assign a library leader who would be a member of the committee that would be lead by the DVC for Admin & Finance. The library director attend the full range of the library's responsibility and ensure that the library is serving its educational program, and a major reorganization appears desirable.

The library committee composed of representatives from the different accredited programs meets regularly to advise on matters of policy, user needs, and concerns, and effectively assists the community in understanding the SIAS library's capabilities and challenges. A committee composed of representatives of the college community advises the librarian on policy matters, user needs, and concerns, and conveys library information to the community. The library committee meets and advise the library team on policy matters, user needs, and concerns of the SIAS community.

12.0 Evaluation of Library Services

The library staff is continually involved in monitoring and evaluating the productivity, use of, and needs for library services, and uses this information to revise and develop library programs. The library periodically monitors and evaluates its services and reviews user needs, and uses this information in program revisions and development. SIAS library team would conduct evaluations for the services and reviews user needs and would be highly responsive to critical problems, or to provide data for reports.

13.0 SIAS Library Public Relations

Informations concerning library service accomplishments and problems should be regularly disseminated to the SIAS faculty, students, and administration. The information shared shall be through SIAS social media and website even, besides would include news releases, reports, handbooks, brochures, reading lists, and displays.

Information concerning library services is occasionally disseminated to faculty, students, staff and to the community interested including the students sponsors, or the those considered to be SIAS advocates.

14.0 Inter-library Cooperation

SIAS library would be seeking collaborations through MOUs for inter-library cooperative activities which enhance the qualities of its services and benefit its interests. The costs of these services are equitably distributed among the cooperating institutions. The SIAS inter-library cooperative activities which enhance the quality of

its services and benefit its interests. The inter-library cooperative activities should improve the use of the SIAS library services, and/or its cost-effectiveness. This would be evaluated on annual basis.

15.0 Reading Rooms for Research and Study

SIAS have defined reading rooms for postgraduate students that support the library services which can be reserved through the library team.

The SIAS students and/or faculty can:

- Use group study rooms or designated group areas to talk with your group.
- Set cell phones and other devices to silent mode. Make brief, quiet calls in the entrance area or stairwells.
- Make sure no one else can hear your music or other sounds from a device, with or without headphones.

While SIAS students or faculty should not:

- Engage in loud conversation or rowdy or hostile behavior, including but not limited to fighting, threatening, intimidating, or abusing Library staff or patrons.
- Pose a sanitary or health risk to others, including offensive hygiene.
- Buy, sell, or distribute goods/information or solicit signatures or donations for any reason.
- Ride skateboards, skates, rollerblades, scooters, etc.
- Display overt signs of substance abuse, including drunkenness.
- Bring bedding or excessive amounts of personal property such as bicycles, shopping carts, or other large items into any Library facility.
- Bring any animal other than a service animal into the Library.

15.0 Library Budget

The SIAS librarian shall have the responsibility for preparing, defending, and administering the library budget in accordance with agreed-upon objectives. The amount of the library appropriation shall be expressed in relation to the total institutional budget for educational and general purposes.

16.0 SIAS Library Improvement Checklist and Phase (2) SIAS Building Transformation Plan

SIAS shall prepare a larger library once Phase (2) of SIAS Building is approved. Phase (1) library shall be part of Phase (2) library later once the infrastructure is complete. This preparation shall take into account the following, which shall be part of the 'Library Continuous Improvement Checklist':

a) Identifying the Library Structure/Room

- ✓ **Space:** Enough and adequate space for reading, researching and day today library operations.
- ✓ **Lighting:** Lighting is an important consideration for your library, whether you want to do your reading there or just want to create a certain ambience.

- ✓ **Centralized:** The library should be located at the centre of the organization.
- ✓ **Accessible:** The library should be conveniently and easily accessed even with persons with disabilities.

b) Identifying Library Support Reading & Circulation Facilities

- ✓ Fix Book shelves/Stack area,
- ✓ Set up reading area (Arranging seats and reading tables),
- ✓ Setup Circulation desk,
- ✓ Setup Periodical section, (Audio books section, DVDs,

c) Identifying Library ICT System

- ✓ Set up a Multimedia section/ICT area,
- ✓ Fix computers (If available) in multimedia section and circulation desk,
- ✓ Connect them to the internet.

d) Identifying Library Management System

- ✓ Come up with a basic system for library collection.
- ✓ Sorting books into broad categories
- ✓ Arrange books according to the titles/subjects/Authors.
- ✓ Establish a procedure for checking out books
- ✓ Create and Label Signage for the entire library.
- ✓ Come up with or generate a shelf list/Register.
- ✓ Print out customized Library cards to establish a procedure to check out books.

For efficiency, effectiveness and long-term library services, SIAS plans to install a (Library Management System) that will manage all library collection (both print and non-print collection), generate monthly reports on the library usage, catalogue and classify newly acquired resources and generating book codes. This will also help in executing SIAS library functions, monitoring and decision making towards enhancing library services in the organization.

Part Two – Sample of List of Essential Books available in SIAS library (till 1/6/2023)

Note- These books shall be more properly classified once the library shipped items complete the Phase (1) target that is to reach 1000 Book. This is expected to be done by Early July 2023.

	BOOKS TITLES	AUTHOR'S NAME	PUBLISHER	Qty
	Inspiration Economy			
	Resilience Economy			
	Youth Economy			
	Aging Economy			
	Socioeconomic Development			
	Economy			
	Social Sciences			
	Poverty Related			
	Business & Management			
	Psychology & Sociology			
	English Language Development			
	Innovation & Creativity			
	Thinking & Problem Solving			
	Statistics			
	Other Books			
	Total is about 540 books			
1.	Advertising promotion	Terense A Shimo	Dryden,2000	1
2.	Organization theory and design	Richard R. Daft	Daft, 2000	1
3.	Welfare theory	Tony Fitzpatrick	Palgrave, 2001	1
4.	Mental health policy and practice	Helen Lester &John Grasby	Palgrave, 2006	1
5.	Practical social investigation	Christopher pole &	Prentise Hall, 2002	1
6.	Always rich	Nader Aschi	Prentise Hall, 2010	1
7.	Mahatma Gandhi	M.K Gandhi	Navajivan Publishing House, 2017	1
8.	Handbook for practice learning in social work and social care	Joyce Lishman	Jessica Kingsley Publishers,1991	1
9.	An autobiography	M.K Gandhi	Nehru center, 2000	1
10	Science in India	Nehru centre	Nehru centre, 1994	1
11	Using the law in social work	Robert Johns	Learning Matters Ltd, 2003	1
12	Three thousand stitches	Sudha Murty	Penguin Publishers, 2007	1
13	Disability	Deborah Marks	Routledge, 1999	1
14	Management in social work	Veronica Coulshed& Audrey Mullender	Palgrave,2001	1
15	Social work for practice	Veronica Coulshed & Joan Orme	Macmillan, 1988	1
16	Visual impairment handbook	Bhushani & Lawal	Ashish Publishing House, 2000	1
17	Social work, themes, issues and critical debates	Loma Domineli, Malcom Payne	Palgrave in association with the	1

			Open university, 2002	
18	Promoting equality	Neil Thompson	Palgrave, 1998	1
19	Social work with disabled people	Michael Oliva & Bob Sapey	Macmillan, 1999	1
20	Disabled children and the law	Janet Read & Luke Clement	Jessica Kingsley Publishers, 2001	1
21	Essential manager's manual	Robert Heller & Tim Hindle	DK, 1998	1
22	Innovation management	Paul Trott	Prentice Hall, 2012	1
23	Understanding data	H. Erickson T.A Mosanchuk	Open University Press, 1988	1
24	Statistics, first course	Freund	Prentice Hall, 1981	1
25	Environmental management in the hospitality industry	Kathryn Webster	Kassell, 2000	1
26	Proudly Singaporean	Alain Vandenborre	SNP Editions, 2002	1
27	Everybody's business	David Grayson, Adrian Hodges	DK, 2001	1
28	Globalization: Attain and sustain excellence	The Bahrain Society of Engineers	The Bahrain Society of Engineers, 2005	1
29	Quality on trial	Howe, Gaeddert,	MC Grawhill, 1989	1
30	Global cases on benchmarking	Robert C. Camp	ASQ, 1998	1
31	Mastering strategy	University of Chicago- College of business	FT Prentice hall, 2000	1
32	Innovation	Kanto Kao Wiersema	Harper Business, 1997	1
33	Strategic management & Information systems	Robson	FT Prentice hall, 1997	1
34	Consulting for dummies	Nelson & Economy	IDG Books, 2008	1
35	Effective management & Management systems	Robert Thierrauf	Merril, 2007hy	1
36	Religion in contemporary world	Aldridge	Polity, 2000	1
37	The gift (New writing for NHS)	David Morley	Stride, 2002	1
38	Creating customer loyalty	Musatova Zhanna Borisovna, Ivashkova Natalia Ivanovna	MET, 2019	2
39	Understanding social work	Neil Thomson	Palgrave, 2003	1
40	Doing a Literature	Hart Chris Hart	Sage Publications, 2001	1
41	Making learning happen	Phil Race	Sage Publications, 2007	1
42	Self-advocacy in the lives of people with learning difficulties	Dan Goodley	St. Edmundsbury Press Ltd, 2000	1
43	Synergy of values , missions, visions in companies	Valerij Dermol, Kristijan Musek Lesnik, Suzana Kosir, Mitja Gorenak	Toknow Press, 2011	1
44	Strategic management, Methodological approach	Rowe Mason Dickel, Synder	Addison Wesley, 2010	1
45	Management	Robbins Coulter, Sidani Jamal	Pearson, 2011	1
46	Disability, culture and identity	Riddel & Watson	Pearson Prentice hall, 2003	1

47	Statistics (6th edition) first course	Freund and Simon	Prentice Hall, 1995	1
48	Rebooting India	Nandai Nilekani	Penguin Allen Lane,2015	1
49	In search of excellence in project management	Kerzner Harlord	VNR,1998	1
50	Driving change	Wind& Main	Kogan Page, 1998	1
51	Business excellence	Pravin Rajpal	OM, 2007	1
52	Marketing (2nd edition)	David Jobeber	Mc Graw Hill, 2012	1
53	The handbook for managing change in health	Caldwell	ASQ, 1998	1
54	Operations research	Taha Hamdy	Pearson,2011	1
55	Questionnaire design, interviewing and attitude measurements	A.N Oppenheim	Pinter Publishers,1992	1
56	How to get PhD?	Philips and Pugh	Open University Press, 2000	1
57	Something happened on the way to heaven	Sidha Murity	Penguin Publishers, 2014	1
58	Assessment on social work	Judith Milner& Patrick O Byrne	Palgrave, 1998	1
59	Disability	Barner&Mercer	Polity,2003	1
60	Six of the best	Hodder Arnold	Chartered management institute, 2007	1
61	Social work with indigenous communities	Briskman	WP,2007	1
62	Social theories, social change and social work	Nigel Parton	Routledge & Tylor and Francis group, 1996	1
63	Anti-discrimination practice	Neil Thompson	Palgrave, 2001	1
64	Ethics and values in social work	Sarah Banks	Palgrave, 2001	1
65	The politics of disablement	Michael Oliver	Macmilan, 1990	1
66	Preparing to teach	Graham Gibbs,Trevor	Technical and educational services LTD, 2001	1
67	Gender segregation and social change	Macewen Scott	Oxford, 2000	1
68	Empowerment in everyday life	Paul Ramchran	JKP,2002	1
69	Critical practice in social work	Robert Adams	Palgrave, 2002	1
70	The laws of spirit world	Khorshid Bawanagri	Jaico book Ltd, 2018	1
71	Originals	Adam Grant	WH Allen, 2005	1
72	My spiritual experience with PramukhSwamiji	Abdul Kalam & Tiwari	Harper Element, 2015	1
73	Frugal innovation	Navi Radjou & Djaidip Prabu	Hachette India, 2015	1
74	Organizational behavior	Luthans	MC Graw Hill,2009	1
75	Advantage of India	A.P.J Abdul Kalam	Harper Collins,2012	1
76	Super happiness	Muhammad Yunnus	Subarna, 1998	1
77	A common sense , Low-cost approach to management	Gemba Kaizen	MC Graw Hill, 2004	1
78	Handbook of quality management	Christian N. Madu	Springer, Boston, 2013	1

79	The labor law for the private sector, 1976 state of Bahrain	State of Bahrain	State of Bahrain, 1986	1
80	Images of organization	Morgan	Sage	1
81	The performance edge	Robert Copper	Houghton Mifflin, 1991	1
82	A Manager's complete guide to financial techniques	George Aragon	Free Press	1
83	Quality in totality	Parag Diwan	Deep & Deep publications Ltd, 2001	1
84	Strategic choices	Kenneth Primoz, Edward Primozic, Joe Leben	MC Graw Hill, 2000	1
85	Toyota talent management theory & practice	Jeffrey K. Liker, David P. Meier	MC Graw Hill, 2007	1
86	Process innovation management	Muhammed Zairi	Butterworth Heinemann, 1999	1
87	Gower Handbook of customer service	Peter Murley	Gower, 1997	1
88	World class in India	Sumantra Goshal, Gita Piramal, Sudeep Budhiraja	Penguin, 2001	1
89	Customer satisfaction measurement simplified	Terry G. Vavra	ASQ Quality Press, 2002	1
90	Benchmarking & Performance	Peter Bogetoft and edited by Muhammad Zairi	Springer, Boston, MA, 2009	1
91	Banker to the poor	Muhammad Yunnus	The University Press LTD, 1991	1
92	Give us credit	Alex Counts	Times books, 1996	1
93	A World of three zeros	Muhammad Yunnus	The University Press, 2017	1
94	Changing behavior in organizations	Arnold S. Judson	Blackwell Pub, 1991	1
95	ISO 14000 Environmental system handbook	Ken Whitelaw	Butterworth Heinemann Ltd, 1997	1
96	Public policy and poverty reduction in arab region	Ali Abdel Gadir and Shenggen Fan	IFPRI, 2007	1
97	The trust effect	Larry Reynolds	Nicholas Brealy Publishing, 1997	1
98	An action guide to making quality happen	Robert Damalio	Springer, 1995	1
99	Cloning grameen bank	Helen Todd	IT Publications, 1996	1
100	I can make you smarter	Paul Mckenna	International Edition, 2012	1
101	Poor but strong	Karl Osner	Packages Cooperations LTD	1
102	Banking on the rural poor	David S. Gibbons and Sukor Kasim	Grameen Bank, 1991	1
103	Smart change	David Firth	Capstone, 2000	1
104	Primary greatness	Stephen R. Covey	Napoleon Hill, 2019	1
105	Patterns of highly effective entrepreneurs	Brent Bowers	Simon Chuster, 2007	1
106	Think and grow big	Arthur R. Perl	Napoleon Hill, 1937	1

107	You are more creative than you think	E.D Gasman	Colins Harper,2016	1
108	The spirit to serve	J.W Mariot JR & Kath Brown	Harper colins, 2997	1
109	Poor Dad, Rich Dad	Robert Kiyosaki	Plata, 1997	1
110	What they don't teach you at Harvard business	Mark H.	Penguin press, 1984	1
111	What the dog saw	Malcolm Gladwell	Brown and Company,2009	1
112	Eat, play, love	Elizabeth Gilbert	Brumsburry,2006	1
113	Funk&Wagnalls Standard desk dictionary	Funk&Wagnalls	Funk&Wagnalls ,1977	2
114	Funk&Wagnalls Encyclopedia	Funk&Wagnalls	Funk&Wagnalls 1912-	9
115	Funk &Wagnalls Science yearbook	Funk &Wagnalls	Funk &Wagnalls, 1999	1
116	Elizabethan Drama	Shakespeare	Grolier Enterprises Corp ,1593	1
117	Apology, Phaedo and Crito of Plato	Plato	Grolier Enterprises Corp ,1593	2
118	Science and Invention	Lisa Genova	Harper Colins, 2000	20
119	Minerals, rocks and precious stones	Book sales	Reissue Edition, 1992	1
120	Developing reading skills	Hilasawa	Newbury House Pub, 1983	1
121	Living English for the Arab World	Sllen, William Stannard	Prentise Hall Press,1999	6
122	New method English Dictionary	James Gareth Endicot	Harper colins, 1941	1
123	Freedom at Midnight	Larry Colins	William Colins (UK),1975	1
124	Louvre Museum	Annie Caubet	Imprimerie Dernas, 1978	1
125	Architecture on Island	Ronald Lewcock ,Barbara Sansoni	Macmilan, 2000	1
126	The American Mission hospital Bahrain	State of Bahrain	State of Bahrain, 2004	1
127	The Report Bahrain 2008	State of Bahrain	State of Bahrain, 2008	1
128	Kernel Lesson plus	Robert O Neil	Kingsbury] ,1973	1
129	Marcella	Mrs Humphreys ward	Watson and Viney Limited, 1984	1
130	University Physics	Young Fredman	Pearson, 2004	2
131	A short history of the American nation	Garatty John	Longman,1865	1
132	British Museum guide	British Museum	British museum publications, 1976	1
134	Democracy under pressure	Militons C. Cummings, JR.	Harcourt Brace Jovanovich, In.1981	1
135	Automation, production system and CIM	Mikell P. Groover	Pearson, 2014	1
136	Longman First English Dictionary	AW Frisby	Longman group Ltd, 1968	2
137	Machine design	Holowenko, Lauglin	Mc Graw-Hill, 1961	1
138	National Geography	Gilbert Hovey Grosvenor	National Geographic society ,1982	1

139	Beautiful Scotland	Murray W.H	Batsford Ltd, 1976	1
140	The life of Torah	Jackob Neusmer	Wadsworth Publishing Company, 1979	1
141	New Indian vegetarian cookery	Tarla Dalal	Ebury Press, 1986	1
142	Encyclopedia of natural history	Joyce Pope	Sundia books Ltd, 2021	1
143	College chemistry	Jerome L. Rosenberg	McGrow Hill Company, 1949	1
144	Our Bahrain	State of Bahrain	State of Bahrain	1
145	General Chemistry (Third edition)	Petrucci	MacmillanPublishers , 1977	1
145	The living White house	Lionelle Aikman	The Whitehouse Historical Association, 1982	1
147	Our universe	Roy Gallant	Palgrave, 2001	1
148	National Geographic book	National geography society	National geography society, 2014	1
149	Encounters	Berger&Rnslew	Macmilan, 2000	1
150	National geographic February 1980	National Geographic Society	National Geographic Society,1954	1
151	New English course	Oxford University	Oxford University Press, 1999	3
152	Methods,standards, and work design	Fleivalks	BHR, 2000	1
153	The way of Torah	Neusner		1
154	Harriet Martineau's autobiography	Harriet Martineau,	Cambridge University, 1877.	1
155	The UN and Arab-Israel conflict	Surendhra Bhutani	The Academic Press, 1977	1
156	The social enterprise	Dennis R. Young Elizabeth Sealing	Hyper colins, 2017	1
157	Entrepreneurial neighborhoods	Martin Van Ham Colin Masson	Elgar,2017	1
158	The distribution of wealth	Mike Potinger	Hardback Edition, 2003	1
159	Experimental economics	Arthur Shram	Elgar,2000	1
160	Empowering young people in disempowering times	Valerie Edger	Elgar, 2007	1
161	Happiness and quality of life	LuiginoBruni	Elgar, 1989	1
162	Inspiring economics	Bruno S. Frey	Elgar, 2010	1
163	What do entrepreneurs create?	Michael H. Horis	Elgar, 2019	1
164	Creative destruction and the sharing economy	Henrique Shneider	Elgar, 2020	1
165	Innovation and culture in public services	Steven Demello	Elgar, 2017	1
166	Theories of organizational resilience	Luca Giunstiniano	Elgar, 2013	1
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236	VOICE OF MANAGEMENT	Malaysian Institute of management	Aura Productions Sdn, 2000	1
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241	QUALITY BEYOND 2000	The Bahrain society of Engineer	The Bahrain society of Engineer, 2000	1
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Version Number	1
Prepared by	Dr. Mohamed Buhijji
Version Reference number	SP/25/2023
Description	SIAS Library Policy & Type of Listed Books
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Responsible division	Quality Assurance Coordinator & SIAS Council
Internally validated	Yes
Date of Internal Validation	1/4/2023
Approved by	SIAS Governance Board
Date of approval	11/4/2023
Amendments	0
Proposed Review date	2024
Web address of this policy	http://www.sias.rw/



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