A Proposal for Introducing the Library of the Faculty of Education

The Library Unit is one of the most vital units in the Faculty of Education at Soran University. It is located on the third floor of the faculty. Work in this unit operates in two shifts: morning and evening. In the morning, the head of the library and two permanent employees are on duty; in the evening, two permanent employees work. The morning shift is open from 8:30 AM to 2:00 PM, and the evening shift is open from 3:00 PM to 7:00 PM.

In this unit, the students get benefits from thousands of books in different majors for their daily assignments, presentations and examinations. The books are placed on the shelfs.

The books are classified using codes or symbols to help locate requested topics. Library staff have placed these codes on the covers of all books so that students can reach their requested materials in the easiest way possible.

Another section of the library is dedicated to private study. Students, teachers, and university staff can sit in these areas during breaks to spend their time reading books and discussing scientific topics. Seating capacity for student use reaches 20 chairs.

Types of Books: In the Library Most books in the Faculty of Education library are related to the subjects taught in the faculty's departments, which include: General Sciences, English Language, Kurdish Language, Arabic Language, Social Sciences, Kindergarten, Mathematics, and Physical Education & Sports Sciences.

At the same time, other books are available to readers on topics such as Religious Education, Engineering, Dictionaries, and Philosophy. Each of these topics is prepared in separate lists so readers can easily obtain their requested book or subject related to their studies.

The library also holds undergraduate graduation research papers, which students can read. Additionally, there are several scientific master's theses and doctoral dissertations available for student benefit, subject to Faculty of Education guidelines.

The system of borrowing books from the library:

1. Students can borrow books by depositing their student ID, at which time they receive a library badge. A student may keep the book for up to two weeks before returning it to the library. If it is not returned within this period, they will be notified to return it; subsequently, the head of their department will be notified to protect the books and accommodate requests from other students.
2. When a student requests one or more books for research, the books are immediately registered under their name. The student is held responsible if the books are damaged or lost and must replace them for the library.
3. If a student needs more than two weeks to read books or conduct academic activities—such as research, preparing reports, or classroom seminars—or for any other reason, they must visit the library to request an extension. The library reserves the right to set the extension period, which will not be less than 3 days or more than 5 days, due to demand from other students for the borrowed book.
4. Students may read graduate research papers, master's theses, and doctoral dissertations; however, according to Ministry of Higher Education and university guidelines, these research works cannot leave the library. This is to protect the rights of researchers and maintain academic integrity. Therefore, readers are only permitted to read these master's and doctoral theses inside the library or take a limited number of photos.

Rules for Staying in the Library Room:

1. Maintain quiet and tranquility in the reading hall to ensure a suitable environment for students and readers.
2. Eating and drinking are not allowed, except in very limited amounts, to avoid disrupting the reading environment.
3. Using mobile phones and talking loudly is not permitted.
4. Students may charge their mobile phones on the condition that when they leave the library, they take their phone with them. The library is not responsible for lost mobile phones.
5. Students may engage in scientific discussions in the library room, provided it does not disturb the tranquility of the reading hall.

Donating Books to the Library: When someone donates a book to the library, it is received with great appreciation. Many people have donated a large number of valuable books. Library staff record the donor's name, and on the book's cover, it is written: *"This book was gifted by [Name of Person]"*.

Equipment inside the Library: A heating and cooling system is provided for students. Library staff are responsible for turning the devices on and off; students must not tamper with the devices to protect the equipment and keep the reading hall organized.

The Proportion of Books in the Library

- **Kurdish Language & Grammar:** Approximately 313 books available
- **Kurdish Literature & Poetry:** 1,576
- **Psychology:** 600
- **History:** 729
- **Religion:** 422
- **Geographical Sciences:** 171
- **Sociology:** 156
- **History & Arabic Books:** 130
- **Social Sciences (in Arabic):** 60
- **Dictionaries & Glossaries (Kurdish, Arabic, English):** 280
- **Philosophy & Thought:** 318

- **Physics:** 146
- **Engineering & Architecture:** 88
- **Biology:** 662
- **Mathematics:** 76
- **Computer Science:** 211
- **Administration & Management:** 159

These and many others across various fields, as well as journals, are available for students and readers.

The plan for enhancing the library in the future

1. Digitizing the library and launching an information application so students can access their requests in the shortest time with minimal searching. They will be able to request books directly from where they are staying, making requests, searching, and finding books much faster.
2. A plan for upgrading the environment by replacing older heating and cooling units with new, higher-quality equipment in the future to ensure the study environment remains comfortable.
3. Installing security cameras in the library due to occasional overcrowding, aiding supervision and resolving any unexpected incidents.