



Academic Development Library Management

Library Resources & Services Policy

MBZUAI - LIB - LIBRESSERV - POL -V1.1

Effective Date:

24/01/2023

Table of Contents

1. Document Control Information	3
2. Glossary of Terms.....	3
3. Introduction	4
4. Objective.....	4
5. Scope	4
6. Library Resources & Services Policy.....	5
6.1. Collection Management	5
6.2. Access & Use of Resources	5
6.3. Institutional Repository	6
6.4. Resource & Research Skills Program.....	6

1. Document Control Information

Policy Name	Library Resources & Services Policy
Document Name/ Reference Number	MBZUAI - LIB - LIBRESSERV - POL -V1.1
Owner/ Updated – Developed by	Head of Library Management
Department Name	Academic Development
Version Number	1.1
Approval Date	24/01/2023
Approved By	President / DSQA
Date of Last Review	24/01/2023
Date for Next Review	24/01/2025
<i>For Office Use – Keywords for search function</i>	

Policy Review

Role responsible	Workflow	Date
Head of Library Management	Initiator	14 October 2022
Director of Academic Development	Endorser	22 November 2022
Provost	Endorser	23 November 2022
Legal Counsel	Reviewer	23 November 2022
Dir of IEQA and OD	Reviewer	24 January 2023
President	Approver	Not applicable as 2 words added

2. Glossary of Terms

Term	Definition
Default Rights Retention Policy (opt-out policy)	A type of Open Access policy that grants an institution by default, certain nonexclusive rights to future research articles published by members of faculty. The policy requires the deposit of scholarly output in the Institution Repository but offers a waiver or opt-out option if required. An example is the Harvard Library OSC Model Open Access Policy.
Fair Use	The conditions under which the copying of a protected work, or a portion of it, does not require the permission of the copyright owner, or constitute an infringement of copyright. This includes copying for purposes of criticism, comment, news reporting, teaching, scholarship, and research. Establishing fair use is on case-by-case basis and may include evaluating the purpose and character of use, the nature of the work, the

Department	MBZUAI-ADD	Approval Date	24/01/2023
Policy Number	MBZUAI - LIB - LIBRESSERV - POL -V1.1	Revision Date	24/01/2025
Policy	Library Resources & Services Policy	Policy Owner	Head of Library Management

	amount copied, and the effect of the use on the potential market of the protected work.
Information Literacy	Information literacy is the set of integrated abilities encompassing the reflective discovery of information, the understanding of how information is produced and valued, and the use of information in creating new knowledge and participating ethically in communities of learning” (ACRL)
Institutional Repository (IR)	A system and service for the management, dissemination, and preservation, of scholarly materials in digital format, and made available in an openly accessible database. Materials are created and deposited by the institution and its members and copyright obligations are observed. Deposited items may include e-prints, theses, dissertations, technical reports, research data sets and teaching materials.
MBZUAI	Mohamed bin Zayed University of Artificial Intelligence

3. Introduction

This policy consolidates principles required in the development, stewardship, and deployment of the MBZUAI library resources and services, and guides the MBZUAI community in the utilization of information resources and services, available through the library’s online and physical environments. The policy is supported by the Library’s published procedures, handbooks, and guides; and evaluated on a routine basis as part of the assessment of the quality and relevancy of library resources and services.

4. Objective

The Policy supports the following objectives:

- To identify the standards and criteria that instruct the selection, development, maintenance, and preservation of the Library’s collections, and in support of MBZUAI’s academic program and research needs.
- To describe the criteria and expectations of access to resources and services, and highlights copyright observance and license obligations.
- To align MBZUAI library’s services with recognized standards and best practices in the provision of institutional repository services, dissemination of scholarship, and resource and research instruction and support.

5. Scope

This policy applies to all members of the MBZUAI’s administrative and academic community, involved or invested in the management of the library’s collections and delivery of services, and provides a framework to communicate the library’s principles and philosophy to the wider MBZUAI community.

Department	MBZUAI-ADD	Approval Date	24/01/2023
Policy Number	MBZUAI - LIB - LIBRESSERV - POL -V1.1	Revision Date	24/01/2025
Policy	Library Resources & Services Policy	Policy Owner	Head of Library Management

6. Library Resources & Services Policy

6.1. Collection Management

- 6.1.1. The MBZUAI library is responsible for collecting, promoting, and leveraging access to academic and scholarly resources to support teaching, academic success, and research excellence in the interdisciplinary field of artificial intelligence, computer vision, machine learning, natural language processing, robotics and computer science; and to support the wider professional and general interest needs of the MBZUAI community.
- 6.1.2. Collection management, including selection, maintenance, deaccessioning, and preservation, is undertaken by the Library Management department, in partnership with faculty, and in consultation with the relevant University stakeholders. Selection of resources prioritizes the needs of MBZUAI academic programs and research interests, prefers electronic resources, and supports multi-format digital content.
- 6.1.3. The Annual Collection Development Plan reflects the ongoing value of resources, continued relevance for academic program and research needs, aligns with MBZUAI’s overall strategic planning goals and international standards for academic libraries, and is delivered with the approval of the Academic Committee.

6.2. Access & Use of Resources

- 6.2.1. The MBZUAI library provides an environment conducive to study, active collaboration, and equitable access to resources, and patrons are expected to abide by an appropriate code of behavior, and to acquaint themselves with library regulations as communicated in the relevant University and Library publications.
- 6.2.2. The MBZUAI library provides services and access to resources and facilities for the benefit of the MBZUAI community, including students, faculty, researchers, staff and alumni. External researchers, scholars, and other guests may receive approval for the use of resources, and where access is deemed of value to the area of scholarly activities and research.
- 6.2.3. The MBZUAI library’s opening hours will support convenient access to physical collections, and authentication systems provide access to electronic resources on campus, and from remote locations, and as determined by the Library’s license agreements.
- 6.2.4. Patrons use of resources must comply with MBZUAI’s policies for computing resources, resource licenses, intellectual property and copyright laws, and international conventions on fair use of protected materials.

Department	MBZUAI-ADD	Approval Date	24/01/2023
Policy Number	MBZUAI - LIB - LIBRESSERV - POL -V1.1	Revision Date	24/01/2025
Policy	Library Resources & Services Policy	Policy Owner	Head of Library Management

6.3. Institutional Repository

6.3.1. The MBZUAI library will manage an institutional repository to curate and promote the academic, scholarly and research output of the MBZUAI community, and facilitate long-term preservation of resources that showcase and preserve MBZUAI’s institutional memory.

6.3.2. The MBZUAI Library will provide protocols to support the principles of open access and in accordance with MBZUAI’s default rights retention policy, where members of the University’s scholarly community grant the University, non-exclusive permission to make available their scholarly articles through the institutional repository, and to exercise the copyright in those articles for the purpose of open dissemination.

6.4. Resource & Research Skills Program

6.4.1. The MBZUAI library aligns its information literacy instruction mandate with the *ACRL Framework for Information Literacy for Higher Education*, and in partnership with faculty, provides scheduled, course-integrated, and as requested, classes on-site and online.

6.4.2. MBZUAI library promotes and provides resources and research instruction, and online materials, to cultivate independent researchers, and support scholarly communication.

6. Related Documents

Section	Related Document(s)
6.1.	Collection Management Procedures
6.2.	Access & User Services Procedures
6.3.	MBZUAI Open Access Policy Institutional Repository Guidelines
6.4.	Access & User Services Procedures ACRL Framework for Information Literacy for Higher Education

7. Version History

Version number	Person responsible	Date of change	Comments
V1.0	Head of Library Management	15/12/2020	First approved version
V1.1	A/ Head of Library Management	1/10/2022	Updated 6.1.1 to refer to the interdisciplinary fields as requested by CAA

Department	MBZUAI-ADD	Approval Date	24/01/2023
Policy Number	MBZUAI - LIB - LIBRESSERV - POL -V1.1	Revision Date	24/01/2025
Policy	Library Resources & Services Policy	Policy Owner	Head of Library Management