

One of the objectives of this section of the library is to prepare a birth certificate for the library resources collection in order to establish order in which the client can easily find the book he needs based on the .subject, title, author, etc. on the library shelves

Purchased books are registered in the property registration offices by the head of the department after .receiving them according to the purchase factors

After registration sent to the cataloging section, that is cataloged by comprehensive library software. (The technical responsibility of organizing books as well as collaborating with the resource department to identify and provide new resources is performed in this .section. The classification used in this library is NLM and in special cases is LC