

## Library Regulations

### 1- Authorized Users

The authorized users of the library are:

- Members of the university staff;
- Students enrolled at the international program for the current session;

### 2- Opening Hours

- The library will be opened daily from 8:30 am to 8:00 pm
- These opening hours may vary during term breaks.
- The library will be closed on all Public Holidays.

### 3- Using Library Facilities

-All items and classes of items are not allowed to circulate outside the library.

### 4- Conduct

- With the exception of bottled water, food and drink are prohibited in the library.
- Reserving any area or facilities in the library must be authorized by the library staff and unattached items may be removed by library staff.
- Library users may be required to present bags for inspection when leaving the library.
- Library users must not offend, inconvenience or disturb others.
- Library users must not damage or allow to be damaged or endanger library materials or equipment.
- The library accepts no responsibility for personal belongings left unattended.
- library users are not permitted to remain in the library when it is closed.
- All items must be left on the bench and not returned back to the shelf. This is the responsibility of the librarian.

## **5- Penalties**

-If the book is damaged beyond repair, the user can either provide the library with an exact copy or later edition of the title or request that an invoice be issued for the standard replacement charge plus a processing fee. If the items has suffered minor damage, it is brought to the desk and staff will advise if it can be repaired. There may be a small charge for book repair.

-The fines and charges payable for spoiling property are determined from time to time by the library board.

## **6- The Librarian's Authorities:**

-Report any student to the board of discipline for any breaches of the library rules.

## **7- Photocopying**

-Photocopying is only performed by the library staff.

- Photocopying is allowed only in the library confines.

-No more than 10% of a book is allowed to be photocopied.

-Payment per paper is announced in a written form above the photocopier and is liable to periodical change.

## **8- Feedback**

-Services can only be improved by hearing users' needs.

-The convention center library evaluates requests for purchase based on the needs of the university supported curriculum or items of special interest.