



جامعة الخليج العربي
ARABIAN GULF UNIVERSITY

Library and Learning Resource Center

Library Policies and Procedures

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Library and Learning Resource Center

The Arabian Gulf University Library was established in 1983 and works closely to gather knowledge resources and provide services to students, faculty members, and researchers through a specialized library that serves the university's colleges. The library contains a rich collection of books, periodicals, theses, and specialized reference sources in both print and digital formats. It also subscribes to numerous databases covering various fields of knowledge and containing multiple full-text resources, particularly scientific journal articles, e-books, theses, and audiovisual materials, which are accessible through the library portal on the university's website.

Objectives:

- Build an integrated system of high-quality information resources that meets the educational and research needs of students and faculty members, enabling them to contribute effectively to the achievement of the university's goals.
- Enhance access to digital and physical information within a stimulating and contemporary academic environment.
- Provide innovative library services adapted to the evolving needs of users.
- Support learning, teaching, and scientific research through high-quality and effective partnerships both within and outside the university.

Values:

- **Belonging:** We foster a sense of loyalty and connection to the library, the university, and the Gulf community, and we work with a sense of responsibility to achieve the university's goals.
- **Collaboration:** We build effective partnerships with academic information sources locally, regionally, and internationally, and dedicate ourselves to teamwork to achieve shared goals.
- **Equity:** We ensure equal opportunities and fair treatment for all users, and we implement policies with transparency and fairness.
- **Innovation:** We adopt creative approaches to management and services, and utilize contemporary tools and trends to satisfy library service users.
- **Excellence:** We are committed to the highest standards of quality and excellence in providing library services, and we strive to improve our performance in supporting education, research, and community service.

Definitions and Terminology

- **The library:** The University Library is a specialized academic unit dedicated to supporting the educational and research process by providing a variety of information resources, both print and electronic, organizing them according to international cataloging and classification standards, and offering comprehensive information services to faculty, students, and researchers, thereby contributing to the enhancement of the quality of higher education and scientific research.
- **Academic Year:** A period lasting one academic year, the start of which is determined annually according to the official university calendar.
- **Students:** All male and female students of the university.
- **Staff:** All employees of the university from various departments and units.
- **Policy:** A regulatory framework used to define rights and obligations and guide the decision-making process, serving as a reference to guide work and relationships with stakeholders, within the scope of institutional objectives and in accordance with administrative principles.
- **Procedures:** A series of organized and specific steps followed to ensure that a standardized and repeatable work methodology is implemented effectively and professionally.
- **Users:** Anyone entitled to use the library's services, including faculty members, students, researchers, staff, and authorized visitors.
- **Faculty members:** Professors and other academics such as lecturers and researchers working at the university. They are considered the primary Users of the services provided by the Library and Learning Resource Center.
- **Graduate Students:** Students enrolled in advanced degree programs (Postgraduate Diploma, Master's, and Doctorate), who are granted special privileges in accessing information resources and research services.
- **Undergraduate students:** Students enrolled in bachelor's and diploma programs, who are granted special privileges in accessing the information resources and research services provided.
- **Collection Development:** A systematic process aimed at building and updating the library's content to meet the needs of education, research, and academic

accreditation, through the selection and periodic evaluation of appropriate resources.

- **Violation:** Failure to comply with the rules and regulations governing library usage.
- **Library Privileges:** Services provided exclusively to library members, enabling them to make the best possible use of all available facilities and resources.
- **General Services:** The department responsible for providing services to all library users, including researchers, students, staff, alumni, visitors, and others.
- **Self-service borrowing:** An advanced technical system provided by the library that allows users to borrow and return materials on their own without the need for direct assistance from library staff.
- **RFID tags:** A library technology that enables wireless identification between books, devices, and readers.
- **Borrowing Service:** One of the core services provided by the library, allowing users to borrow books and various materials and return them in accordance with established regulations.
- **Borrowing Period:** The specified time period during which users from different categories are permitted to keep borrowed materials in accordance with established policies.
- **Borrowing Limit:** The maximum number of items a user may borrow at the same time.
- **Renewal:** A procedure by which the period for borrowed materials is extended.
- **Electronic Reservation:** A procedure that allows a user to register a request to be the next person to borrow items when they become available and are returned to the library.
- **Recall:** An administrative procedure undertaken by the library through which the borrower is requested to return borrowed items to the library in accordance with approved regulations.
- **Self-service checkout:** An advanced system used in libraries that enables users to borrow and return books independently without the need for staff assistance.
- **Fine:** An amount paid for returning an item late after the borrowing period has expired without renewal.

- **Notifications:** Email and messages used by the library as an official means of communicating with users.
- **Lost Items:** Information resources such as books and other materials that the library has reported as lost, or that have not been returned by users after the specified borrowing period has expired.
- **Clearance:** A procedure performed by every library user to ensure they do not retain any materials belonging to the library.
- **Online Public Access Catalog (OPAC):** an electronic system that allows users to search the library's holdings and verify their availability. It serves as an information portal enabling users to access data on books and other materials available within the library's collections in an organized and efficient manner.
- **Document Delivery (DD):** A service for obtaining legal papers/documents and copyright-compliant materials published in electronic journals, conference proceedings, and other sources not available in shared electronic resources.
- **Interlibrary Loan (ILL):** A cooperative arrangement between libraries through which materials are borrowed from other libraries or provided to them to meet the information needs of users.
- **Reference services:** Includes all tasks performed by a professional and trained librarian to meet the educational, learning, research, and information needs of library service users.
- **Electronic Resources:** Materials available in digital format or online, including databases, e-books, e-journals, and digital reference works, accessed through library systems or academic platforms.
- **Hublet:** A smart tablet designed for use within libraries, offering an interactive digital reading experience. It is used to access e-books, scholarly articles, and academic databases, supporting educational and research purposes.
- **Interactive Knowledge Hub:** A dedicated space within the library equipped with an interactive screen, headphones, and a microphone, designed for individual or collaborative learning.
- **Reservation:** The process of reserving a section in advance for use during a specific time in accordance with approved conditions.
- **Cataloging and Classification:** Technical processes aimed at organizing and categorizing information sources according to international standards, subject headings, and the International Standard Book Description (ISBD) rules, to facilitate access and retrieval.

- **Indexing:** The process of analyzing the content of information sources to extract terms (metadata) representing their main subjects and organizing them into alphabetical or subject headings within an index that facilitates accurate access to and retrieval of information.

- **Weeding/Deselection:** This is a process aimed at examining, monitoring, and evaluating library collections or document holdings according to specific criteria and principles to assess the status of information resources—whether they are outdated, how current they are, and their ability to meet user needs—with the goal of determining which resources should be retained and which should be discarded.

- **Communication Phone Booth:** A small room within the library designated for a single person, designed to be soundproof and provide a suitable environment for making phone or video calls, ensuring that other library users are not disturbed.

General Policies of the University Library

Objective

This policy aims to regulate the general affairs of the Arabian Gulf University Library to enable it to provide a comfortable and safe learning and research environment for all its users. All users are expected to respect the rights of others and to preserve the library's collections, including information resources, equipment, and facilities.

The Library Director or a library staff member has the right to take appropriate action, such as temporary suspension or filing an incident report, in the event of a violation of the policies or rules set forth in this policy.

Scope of Application

Library Hours

1. The library is open to users during the university's official working hours, Sunday through Thursday: 8:00 a.m. – 3:15 p.m.
2. Hours of operation may be extended, or the library may open during exceptional times (outside regular hours) upon obtaining prior written approval from the University President, based on academic needs or during exam periods.

The library provides the following services to its users:

1. Library staff assist users in accessing scholarly resources and provide support in using academic research tools.
2. The library offers interlibrary loan services to students and researchers to obtain resources not available locally.
3. Organizing training workshops on research skills and reference management.
4. Providing academic discussion rooms for students and researchers.
5. Lending books and materials with the option to extend borrowing periods as needed for academic purposes.
6. Providing electronic databases and digital resources via the library portal.

All users, visitors, and library staff must observe the following:

First: General Conduct Inside the Library:

1. Maintain quiet inside the library, especially in areas designated for reading.
2. Speak in a low voice and do not disturb others.
3. Set mobile phones to silent mode or turn them off.
4. Food is prohibited; only sealed and covered beverages are allowed.
5. Reserving seats or leaving personal belongings in the library is prohibited.

Second: Handle library collections and materials with care and adhere to the following:

1. Take care of books; do not remove pages, mark them, or write on them.
2. Do not use colored pens or fold pages.
3. Return read materials to the shelves; or leave them on tables or book carts.
4. Preserve library furniture and equipment and do not rearrange them.

Third: Use of Equipment and Services

1. It is prohibited to use library equipment to disseminate offensive content or install personal software.
2. Modifying device or software settings is prohibited.
3. Lending your membership card or allowing another person to use it is prohibited.
4. The library provides an environment conducive to scholarly research, and users are encouraged to respect the privacy of researchers.
5. The use of individual or group study rooms for non-academic purposes is prohibited.
6. It is preferred to reserve study rooms in advance via the online system, and users must adhere to the scheduled reservation time.
7. The library may not be used as a venue for informal meetings or activities unrelated to the educational or research process.
8. Photocopying or printing up to (25) pages of academic theses is permitted upon presentation of an official document such as a student ID card.

Fourth: Responsible Use of Electronic Resources

1. Electronic resources must be used for academic purposes only; copying or distributing content in violation of copyright is prohibited.
2. It is strictly prohibited to share personal login credentials (username and password) for library accounts with anyone else. It is also prohibited to allow unauthorized individuals to access databases using these accounts. Violation of this provision constitutes a disciplinary offense subject to university regulations.
3. Users are required to keep their personal information secure and not leave accounts logged in on library devices.

Fifth: Security and Safety

1. Users are responsible for their personal belongings; the library assumes no liability for their loss.
2. It is prohibited to remain in the library outside of official operating hours.
3. Assaulting or insulting library staff is prohibited, and appropriate penalties will be imposed on violators.
4. Taking or damaging library property or assaulting library users is considered a violation punishable by law.

Library lending policy

Objective

The library's lending policy aims to regulate the use of lending services and clarify the rights and obligations of all users of the Arabian Gulf University Library, whether from within or outside the university. This policy focuses on making available resources accessible to all user groups, while ensuring fairness and equal opportunity in accessing library materials and services. The University Library is also committed to supporting students, faculty, and staff by providing access to knowledge resources that help them achieve academic and professional excellence and success.

Scope of Application

Library Card:

All library users must present a valid university ID card. A valid university ID card serves as a credential for entering and using library facilities and services.

All library users and visitors must present valid identification cards to the librarian when borrowing materials or using self-service kiosks. This includes the following categories:

- University ID Card: University students, faculty members, and staff.
- Library Membership Card: Library users from outside the university.

Borrowing period by user category:

Category	Materials	Borrowing Period	Renewals
Faculty	10	3 months	2
Graduate Students	10	1 month	2
Undergraduate and Diploma Students	5	14 days	2
University Staff	5	14 days	2

Renewing Borrowing Periods:

Borrowing periods can be renewed by bringing the books you wish to renew directly to the lending desk, through the library's website, or by using the Self-Check machine located inside the library.

Reserved Library Materials

Reserved materials are available for borrowing according to the following rules:

1. They may be borrowed for two hours and are renewable.
2. They may be taken out of the library up to half an hour before closing time, provided they are returned by 8:30 a.m. the following day.
3. Books may be borrowed during the weekend from the end of the evening period on Thursday until the start of the morning period on Sunday.

Overdue Fines

If a borrower fails to return library materials by the specified due date, they are required to pay a fine determined as follows:

- Books: 100 fils for each day of delay per book.
- Reserve Shelf (Res) books: 100 fils for each hour of delay per book.

Recovery of Library Materials

The library reserves the right to recall any borrowed book before the end of the borrowing period if necessary.

Overdue Notices

The library's automated catalog system sends three notices via university email to inform borrowers of their borrowing status.

Loss or Damage to Library Materials

- The circulation desk checks the condition of books and materials upon receipt, and the borrower is responsible for any damage or misuse of books and materials during the borrowing period until they are returned to the library.
- The borrower is required to provide an original copy of the lost or damaged library material; if this is not possible, the borrower will be charged the price of the original book plus five dinars to cover the costs of repurchase, cataloging, and classification.

Exemption from Fines

In exceptional cases or unforeseen circumstances, students and members of the academic and administrative staff may submit a request for exemption or reduction of the fine through the librarian. The request is submitted to the university president or their representative for consideration. All requests and exemption records are kept in the library's files for reference when needed.

Suspension of Borrowing Privileges

The Library Director has the right to suspend a user's borrowing privileges in the following cases:

- Failure to return books to the library by the due date.
- Failure to pay overdue fines.
- Failure to compensate for the loss or damage of one or more books.

External Members

External members may be granted a one-year renewable library membership to use library services, for a fee of 15 BHD.

In-Library Borrowing

A service that allows users to borrow specific materials (such as reference books, periodicals, and theses) for use within the library only, for a specified period of time and under the supervision of the designated staff, without permission to remove them from the library building.

Interlibrary Loan

As part of its collaboration with universities and libraries both within and outside the Kingdom, the library seeks to provide books and reference materials to faculty members and students through this partnership, in addition to photocopying various materials from information sources such as books, articles, theses, and dissertations. **The most important conditions for interlibrary loan are:**

1. The applicant must be affiliated with one of the two universities.
2. The applicant must obtain a membership card.
3. An agreement must be reached between the two parties regarding the rules for using the libraries.

Clearance Form

1. The clearance form for the user—whether a student, faculty member, or staff member—is signed by the library after verifying that there are no overdue books or outstanding financial obligations.
2. The desk staff member is responsible for overseeing and carrying out the clearance procedures and is accountable for any errors in the procedures related to the process.

Library Collection Development Policy

Objective

This policy establishes the strategic framework and higher goals for the collection development process, with the aim of building a high-quality, balanced information collection that keeps pace with global developments and serves the university's current and future needs. It focuses on ensuring that the collection aligns with the university's academic and research plan, and enables it to support excellence in teaching, learning, and knowledge production.

Scope of Application

The library collection development activity consists of two primary tasks: acquiring new resources and weeding out resources that are no longer appropriate for the collection. The Arabian Gulf University Library works to provide the resources and information required for teaching, research, and support activities. To achieve these goals, the library seeks to encourage the active participation of all university members—particularly faculty, researchers, and experts—in selecting library materials to be added to the library's collection.

- Overview of the Collection

The collection of resources includes books, journals, reports, encyclopedias, dictionaries, bibliographies, reference books, and guides. These materials are available in both print and electronic formats.

• Scope:

- Languages

Materials are acquired in the languages taught at the university. Materials in other languages may be purchased as needed.

- Types of Library Materials and Resources

Priority in selecting the format of library materials and resources is given in the following order:

- Electronic version.

- Paperback.

- Hardcover books.

- Publication date:

When purchasing new materials, the most recent available publication date must be selected. When requesting an older edition, the requester will be consulted to justify the request for the older edition or copy.

- Number of copies:

- **Arabic/English books:** Two copies of each academic material are provided, and this number may be increased based on the faculty member's request and the number of students benefiting from it.

- **Reserved books:** Multiple copies depending on the faculty member's request and the number of students benefiting from it.

• Special considerations:

- **Textbooks:** The library purchases textbooks for courses taught at the university upon request by faculty members. Copies of textbooks are also purchased when their price is too high for students, and they are then placed in the reserved materials section.

- Theses, Dissertations, and Projects:

- Students are required to deposit copies of their theses with the library, excluding project reports.

- The library provides access to master's and doctoral theses and dissertations by students and faculty members of the Arabian Gulf University.

- The library provides access to theses and dissertations from other educational institutions online through its electronic databases.

- Recreational Reading Materials:

Some general books, popular fiction, and hobby books are provided and acquired based on requests from faculty members and users.

- **Periodicals:** Priority is given to electronic versions; print subscriptions are obtained only if no electronic version is available.

- **Reference Collection:** Printed encyclopedias are replaced with electronic editions; if no electronic version is available, encyclopedias are replaced every five years. Yearbooks and annuals are replaced with electronic editions whenever possible.

- **Handling of Gifts and Donations:** The library may accept gifts and donations in the form of learning materials and resources provided they meet the library's

selection and acquisition criteria. Upon acceptance, they become the property of the library and are used in the manner deemed appropriate to support the library's resources and make them available to users.

• **Collection Evaluation and Weeding Procedures and De-selection**

Collection Evaluation

The library pays special attention to titles that meet the needs of the colleges and departments. Responsibilities for selecting and evaluating resources within the library or acquiring them from external sources are shared through collaboration between the Library Director, the Head of Technical Services, the Digital Library Services Coordinator, and the heads of academic departments via representatives of the Library Standing Committee and the Library and Learning Resource Center.

Criteria for Selecting Library Resources:

1. They must support and align with the university's strategic goals.
2. They must meet high standards of quality in both content and presentation.
3. They must be appropriate in their subject area to the needs, abilities, and interests of their users, as well as to the objectives of teaching and learning processes, research programs, and support activities.
4. They must be produced by qualified authors and reputable publishers.

Weeding and De-selecting

Objectives of Weeding and De-selecting

1. To remove or replace obsolete or damaged materials.
2. Develop the resource collection and acquire the latest editions of books and bibliographic resources.
3. Maximize the use of physical space and maintain the overall shelf utilization rate at 90%.
4. Identify unused and duplicate books/materials.
5. Identify needs for adding new resources.

Weeding and De-selection Procedures:

Who manages and implements weeding and de-selection procedures?

Library specialists in the Cataloging Section, in collaboration with various library departments, liaison staff, committees formed for this purpose, the Academic Coordinator, and the Collection Development Coordinator.

Criteria for Weeding Academic Resources:

1. Sources whose content is outdated, contains errors, or whose author is no longer considered reliable.
2. Sources whose content no longer aligns with the university's curriculum or research activities.
3. Sources in poor physical condition that make them difficult or impossible to consult (torn or worn pages, missing pages, etc.)
4. In the absence of multiple copies, the library retains only one copy.
5. Sources for which there is little or no demand.
6. Old or unused books where more than one copy exists: retaining only one copy.

Weeding Procedures

1. Prepare a list of items proposed for weeding and submit it to the Academic Coordinator and the Library Director for approval.
2. Obtain approval from the Academic Coordinator before removing an item or removing it from the catalog. Weeded books are returned, or a new edition is purchased if faculty members recommend it.
3. No item shall be weeded until final approval is obtained from the Library Director.
4. Document changes in the status of weeded books/items in the bibliographic records.
5. Stamp weeded books before removing them from the shelves.
6. Update the item's location in the library catalog in coordination with the Cataloging Unit.
7. The weeding process must take place from the beginning of May through the end of September.

8. The library must provide the necessary equipment for weeding, including shelves and an RFID reader.
9. Borrowing records must be tallied, and books sent to the Technical Section (Cataloging) to change labels, then to the Reference and User Services Section to sort books to be added to the archives collection.

• **Book Binding**

Binding priorities are determined based on usage level, format, and expected retention period. Priority is given to books that are no longer available from publishers, but for which demand still exists; damaged books are also bound if the binding cost is reasonable compared to the book's price.

Rare or Special Academic Resources:

The library is responsible for preserving the integrity of rare or special resources, ensuring their protection while allowing access to them in a secure environment within the library; these resources are not available for borrowing.

Policy on the Interlibrary Loan of Scientific Documents

Objective

This service aims to facilitate document delivery and interlibrary loan (DD&ILL), provided by the Arabian Gulf University Library to enable students, faculty, and staff to obtain copies of books, journals, research articles, reports, conference papers, book chapters, and other materials not available in the library.

Since no single library can provide all globally published resources, this free university service was established to bridge this gap through collaboration with other libraries via special arrangements for interlibrary loan, exchange, and access, thereby ensuring that the research, educational, and informational needs of the university community are met.

Scope of Application

Privileges by User Category:

Category	Number of document requests (per semester)	Notes
Faculty	20	Requests for first-semester documents cannot be carried over to the next semester
Graduate Students	15	
Undergraduate and Diploma Students	12	
University Staff	15	

Service Request Procedures:

1. Applicants must first search the library's online catalog (OPAC) or the shared databases for e-books and research materials before submitting a request.
2. Users must submit requests for document delivery and interlibrary loan by completing the online form available on the library's website.
3. Requests for materials already available in the library will be canceled.
4. Users will be notified upon arrival of the requested materials; electronic materials will be sent via email.
5. Users must comply with local and international regulations and agreements regarding intellectual property rights.
6. The user bears full responsibility for any violation of those rights.

Policy on Cataloging, Classification, and Indexing of Information Sources

Objective

This policy aims to establish a regulatory and standard framework for cataloging, classification, and indexing operations at the Arabian Gulf University Library, ensuring the creation of accurate and standardized metadata for all information resources and publications, as well as university theses and dissertations.

The policy aims to:

1. Facilitate quick and accurate access to information resources via the electronic catalog.
2. Support the educational and research processes in the university's colleges and graduate programs.
3. Apply internationally recognized standards such as the Library of Congress Classification Scheme (LCC), the National Library of Medicine (NLM) Classification Scheme, the Library of Congress Subject Headings (LCSH) and the Medical Library Subject Headings, and the Arabic Subject Headings List.
4. Ensuring data quality through periodic review of reference and authority records.

Scope of Application

This policy applies to all library materials available at the University Library, in both Arabic and English, including books, periodicals, theses, digital materials, and multimedia. It includes the following processes:

- **Cataloging:** The International Standard for Book Description (ISBD) rules are used to prepare bibliographic descriptions in accordance with MARC21 and RDA standards, and data is entered using the electronic library system.
- **Classification:** Organizing materials according to the Library of Congress and Library of Medicine classification systems, as well as an internal system for theses and dissertations.
- **Indexing:** Library of Congress subject headings, Medical Library subject headings, and standardized Arabic subject headings are used to ensure accurate subject access to resources.

Reference Services Policy

Objective

This policy aims to establish a clear framework that defines the general rules and guidelines for providing high-quality reference services in the library, ensuring standardized criteria and procedures and delivering a consistent and effective service that supports the educational and research process. It also seeks to help users efficiently access information and print and electronic resources, and to enhance their skills in searching, discovering, evaluating, and making optimal use of information sources, while adhering to professional best practices and in line with the library's mission and objectives.

Scope of Application

This policy applies to all library staff responsible for providing reference services and indirectly targets all user groups, including undergraduate students, graduate students, faculty members, staff, and visitors, in accordance with the specified guidelines.

All library staff must strive to provide reference services that promote the following:

- Providing high-quality reference services to support all members of the university community and external users.
- Ensuring that users receive assistance and guidance in searching for information, accessing resources, and using them effectively.
- Standardizing reference service criteria and procedures in line with the mission and objectives of the academic library.
- Supporting users in developing research, discovery, and evaluation skills for print and electronic resources.
- Providing academic and research support to faculty members and researchers through guidance and specialized resources.
- Enhance students' self-paced learning experience through orientation and guidance programs and information literacy tools.
- Ensure professional and ethical interaction with all users, including those with special needs, with respect and appreciation.
- Deliver services through various channels (in-person, telephone, email, and online platforms).
- Support the optimal use of library resources and services to maximize the benefits of academic facilities.
- Guided tours.

Computer and Internet Usage Policy

Objective

The Computer and Internet Services at the Arabian Gulf University Library aim to provide a technical environment that supports academic and educational activities by enabling users to access electronic databases, the library's Online Public Access Catalog (OPAC), and available digital resources. These devices are shared resources managed to ensure equitable and organized use among all user groups.

Rules and Guidelines for Using Computers:

- The use of computers and the Internet in the library is restricted to academic purposes only; their use for commercial or illegal activities is prohibited.
- Any activity that compromises network security or puts it at risk is prohibited.
- Users must refrain from any behavior that disrupts or impedes the operation of the computers.
- Eating is prohibited while using computers inside the library.
- Students must log out of their accounts and vacate the computers immediately upon finishing their use, out of respect for the needs of other users.
- Installing any software on library computers is not permitted; this is restricted to staff authorized by the Information Technology Center.
- Users must respect copyright laws and refrain from infringing them when using the internet on library computers.
- Violation of these instructions is grounds for disciplinary action, which may range from a verbal or written warning to severe measures in cases of repeated or serious violations.

Hublet Tablet Usage Policy

Objective

This policy aims to regulate the use of tablets (Hublets) within the University Library, ensuring a safe and effective user experience for users, promoting the use of digital resources for academic and research purposes, while maintaining the integrity of the devices and ensuring their availability to all users.

Scope of Application

- Users must present a valid university ID card to borrow a device within the library.
- A specific time period is allocated for using the device within the library (two hours or more, in accordance with library policy).
- The device must be returned on time, avoiding delays to ensure it is available for other users.
- The device may only be used in designated areas within the library and must not be taken outside the library building.
- The device must be used for academic or research purposes, such as accessing digital resources or educational materials; it is prohibited to use the devices for illegal purposes or in violation of public decency.
- Please take care of the device and avoid any use that may result in its damage or loss; the user bears full responsibility for any damage to the device resulting from improper use.
- Do not leave the device unattended; return it to its designated station after use.
- If the device's battery is low, return it to the designated charging station or notify a library staff member.

Information Training Lab Usage Policy

Objective

This policy aims to enhance the information literacy and research skills of all members of the university community (students, faculty, and staff) by offering specialized lectures and workshops to keep pace with advancements in modern technologies, scientific research strategies, and the use of databases and electronic resources both within and outside the library, as well as supporting tools and applications, with the aim of supporting academic excellence and enhancing the learning environment.

Scope of Application

Use of the training lab applies to all categories of university affiliates (faculty members and their equivalents, undergraduate students (medicine, nursing), graduate students, researchers, administrative and technical staff) in accordance with approved regulations and policies.

Terms and Conditions of Use

- Priority is given to official training sessions and programs organized by the library, the colleges, or those related to the curriculum or scientific research.
- Users must make a reservation in advance via the electronic system or by contacting the library administration through the available channels prior to the scheduled time.
- Adhere to ethical conduct, maintain quiet and cleanliness, take care of the equipment, and refrain from eating and drinking.
- Users must comply with intellectual property laws and refrain from copying protected software or content.
- Users bear full responsibility for any damage or loss resulting from negligence or misuse.
- It is strictly prohibited to install or remove any software or application.
- Users must comply with the information security policy and refrain from accessing prohibited websites.
- The library is not responsible for data loss; users must save their work to personal or cloud storage media.
- Users must immediately notify the library supervisor of any technical malfunction.
- Users must leave the lab immediately upon the end of the session or workshop.

Policy on the Use of Study Rooms and the Group Discussion Room

Objective

The policy and procedures for using the study room aim to ensure a suitable office and research environment that encourages academic achievement and scientific research in a quiet atmosphere, while preserving the library's assets, including information resources, equipment, and various facilities.

Terms of Use

- The service is available to all university affiliates, including students, faculty members, and staff.
- Reservations must be made in advance by filling out the designated online form to specify the date, time, and purpose of the reservation.
- Study rooms are limited to a single user, while group rooms can accommodate more than two people.
- Users are permitted to make two reservations per day at different times.
- Reservations are automatically canceled by the electronic system if the user is more than 15 minutes late from the start of the reservation period, and the room becomes available to another user according to the approved reservation mechanism.
- The study room must be used exclusively for academic purposes, including but not limited to (research, graduation projects, discussions, studying, etc.).
- Food is prohibited; only sealed and covered beverages are permitted.
- In the event of a violation of the rules, the user will be asked to leave the study room and may lose access to services and face legal action depending on the nature of the violation.
- The user is responsible for safeguarding the contents of the room.
- The library is not responsible for any personal belongings inside the study room.

Library Policy on the Use of Personal Lockers

Objective

This policy aims to provide a secure and temporary means for users to store their personal belongings while they are in the library, thereby ensuring their comfort and the safety of their belongings and contributing to the maintenance of an organized and distraction-free learning environment.

Scope of Application

The use of personal lockers applies to all categories of library users, and compliance with the specified instructions for use is required as follows:

- Users are permitted to keep their belongings inside the locker for the duration of their stay in the library, from 7:00 a.m. to 7:30 p.m.
- The library administration must be notified immediately if the combination is lost, or the locker is damaged.
- If items are left inside a locker, they will be held at the Services Desk for a period of 3 days; after this period, the items will be removed and handed over to the relevant department.
- It is prohibited to store food, hazardous materials, or high-value items (such as jewelry or cash) inside the lockers.
- The library is committed to maintaining the safety of the lockers but assumes no liability for any loss or damage that may occur to users' personal belongings.

Library Communication Phone Booth Usage Policy

Objective

This policy aims to provide a designated space within the library for making personal or virtual phone calls, ensuring that other library users in the study and research halls are not disturbed, and contributing to the maintenance of a quiet and orderly learning environment, while ensuring the user's privacy when using various means of communication.

Scope of Application

The use of communication booths applies to all categories of library users, and compliance with the specified instructions for use is required as follows:

- Use of the booth is permitted for a period ranging from 5 to 15 minutes to ensure others have the opportunity to use it.
- Keep the volume low during conversations to ensure a quiet environment.
- Keep the booth clean after use.

Policy on the Delivery of the Information Literacy Program and Guided Tours

Objective

This policy aims to establish a clear framework for planning and implementing information literacy programs and guided tours at the library, ensuring that users can develop their skills in searching, discovering, evaluating, and effectively using both print and electronic information sources, and familiarizing them with the library's services and facilities, thereby supporting the educational and research process and fulfilling the library's mission and objectives.

Scope of Application

This policy applies to:

- All library staff responsible for designing and implementing information literacy programs and guided tours.
- Users of these programs: all targeted academic groups at the university.
- Reception of academic visitors and participants in conferences and workshops, in accordance with approved regulations and applicable organizational standards.
- Users outside the university's target groups from various educational institutions, including public or private schools and others.
- This policy governs all forms of program delivery—whether in-person, online, or hybrid—to ensure flexibility in meeting Users' needs.

• Regulations and Conditions:

- Prior coordination and scheduling of the visit with library staff are required.
- Provide data on the number of participating students or visitors.
- All participants must adhere to the library's established rules and regulations of conduct during the visit.
- Supervisors of external visitor groups (especially school students) must adhere to the guidelines and provide the necessary supervision throughout the visit.
- The library reserves the right to accept, modify, or reject requests based on availability, capacity, and academic priorities.

Interactive Knowledge Hub Policy

Objective

This policy aims to provide an innovative learning environment within the library that supports interactive and collaborative learning by providing a space equipped with a large interactive display screen, headphones, and a microphone, to enable faculty members and students to deliver academic presentations, demonstrate educational applications, and conduct short training sessions, thereby enhancing the quality of the educational process and keeping pace with modern educational technologies.

Scope of Application

This policy applies to:

- All users of the University Library, including faculty members, students, and researchers.
- Educational and training activities that require the use of the interactive screen, such as:
 - Presenting scientific explanations to a group of students.
 - Demonstrating educational applications or software programs.
 - Hands-on training on the use of databases or electronic resources.
- **Regulations and conditions:**
 - Advance reservation is required through the library's online system or a library specialist.
 - The reservation duration shall not exceed 45 minutes per session.
 - Permitted times:
 - **Weekdays:** During specific times to be announced (e.g., from 10 a.m. to 3 p.m.).
 - **Weekend Sessions:** With the library administration's approval, the space may be reserved for educational activities or academic gatherings.
 - **Number of Users:** No more than 10–15 individuals per session.

- **Permitted Use:** For educational purposes only; any recreational or personal use is prohibited.
- **Accountability:** Users are responsible for maintaining the devices and equipment and are liable for any damage they cause.
- **Responsibilities:**
 - **Library Administration:** Setting the reservation schedule and ensuring compliance with the policy.
 - **Users:** Complying with instructions and maintaining the devices.

E-Library Policy

Objective

This policy aims to provide easy and secure access to the electronic resources and services offered by the University Library, including international and Arabic databases, the online catalog, university theses and dissertations, and academic support services, with the aim of supporting the educational and research processes for students, faculty members, and researchers, and promoting the effective use of modern technologies in education.

Scope of Application

This policy applies to:

- All users of the University Library, including faculty members, students in the colleges of medicine, nursing, and graduate studies, and researchers.
- Electronic services provided by the library through its website or digital platforms, including:
 - Access to international and Arabic databases.
 - Searching the Library's electronic catalog.
 - Access to university theses and dissertations.
 - Reserving study rooms and discussion rooms.
 - Submitting requests and document requests.
 - Library membership application forms.
- All devices and networks used to access these services, whether on campus or remotely.