

Policy Title: LIBRARY RULES AND REGULATIONS

Policy Category:

Subject: Lending Regulations

Department/Unit Responsible for Review of this Policy:

1. Policy Information:

1.1. Header information:

1. Name of the Policy	LIBRARY RULES AND REGULATIONS
2. Policy Category	
3. Policy Code	Library 001
4. Subject	Lending Regulations
5. Department/Unit Responsible for Reviewing of this Policy	LIBRARY UNIT
6. Procedures Covered	Lending Regulations, Reserving Books, Penalties and Fines
7. Related Policies	
8. Policy Owner	SRC Library supervisor
9. Stakeholders	Library users
10. Policy Administrator	Library Administrator
11. Frequency of Review and Update	Every 2 years
12. Location of this Policy and its Access	<ul style="list-style-type: none"> SRC Main , female & business library (Hardcopy) SRC website. (Softcopy)
13. Effective Date(s)	
14. Date of the last review	October 9, 2018

1.2. Policy Scope: SRC library users.

- Faculty members.
- Students
- SRC Staff

1.3. Policy statement: The policy regulate the process of lending, reserving books, penalties and fines

1.4. **Definitions:** SRC Means Sulaiman Alrajhi Colleges.

1.5. **Policy:**

1.5.1. **Beneficiaries:**

- A. Faculty members.
- B. Students
- C. SRC Staff

1.5.2. **Non Lendable Materials:**

- A. Non-paper documents such as CDs, tapes and audiovisuals materials.
- B. Documents, manuscripts, maps, and files.
- C. Single copy books.
- D. Newspapers
- E. Journals and magazines
- F. Reserved books (Except in the following cases).

1.5.3. **Reserving Books:**

- A. The course tutor may reserve a book for student use within the Library.
- B. The Library administration may reserve a book if he deemed necessary.
- C. The reserved books under a & b above can be lent out in three cases:
 - 1. For internal library use for a maximum of two hours per student.
 - 2. The Library administration may allow lending a reserved book overnight one hour before the library closes down, provided it is returned the next morning before 9 am.
 - 3. The Library administration may allow lending a reserved book at weekend on Thursday, one hour before the library closes down, provided it is returned Sunday morning before 9 am.

1.5.4. **Number of Books to Lend & Duration**

- Number of Books Allowed, Loan Periods & Eligible Borrowers.

Category	Books Allowed	Period
Faculty	5	One Month
Students	2	Two Weeks
SRC Staff	2	Two weeks

- Books can be extended once provided they are not on demand by others.

1.5.5. General Regulations :

Users are expected to observe the following rules while using the library services; any violation of these rules will incur appropriate disciplinary action.

- All Beneficiaries must present their college ID before borrowing any library materials.
- Students are required to handle books and reading material very carefully.
- When Books are issued, students should check the pages of the issued books and if pages are found missing, they should report the same to the Librarian before leaving the Counter. On returning the books, if pages are found missing, then the last borrower of the book shall be held accountable for the missing pages and shall accordingly be fined.
- All users must observe total silence in the library and its environs at all times.
- Group discussions are only allowed in the discussion room and the noise must be kept to a minimum and should not disturb any other user in the library.
- Use of mobile phones is strictly prohibited in the library
- Use of sound equipment's like radios, cell phones etc. is strictly prohibited in the library and its environs
- Good order must be observed in the library at all times for example placing of feet on the furniture, eating and drinking, smoking, sleeping etc. will not be allowed
- No library equipment may be moved, modified or tampered with without permission from the librarian
- Users are not allowed to resshelf books after removing them from the shelf. Leave the books on the table or on the trolley.
- All borrowed materials must be returned on or before the due date.
- Students are not allowed to borrow books on behalf of others or transfer borrowed materials to other students
- All users are required to show all items to the Librarian before leaving the library.
- Anyone caught marking, defacing or mutilating books or any other library material will be expected to pay for the material with the most current edition of the same
- Laptops can be used in the Laptops area only, (Outside digital library), provided these are solely for research and are not connected to any internet outlet in the library. (Wi-Fi only permissible).
- Entering the bags is strictly prohibited in the library (all bags, cases, folders etc. must be left in the luggage area).

- Users are not allowed to leave their baggage overnight in the library. The library shall not take any responsibility for loss of personal property or books already signed out to a user.

1.5.6. Penalties and Fines:

- The borrower shall be fined with one riyal for each day delay for nighty days.
- If the delay period exceeded nighty days, the book is considered missing, and borrower shall be fined with the double of the book cost.
- If the borrower is late in returning any book in its specified period, he/she shall be barred from loan for a period of 10 days.
- No books shall be lent unless overdue books are returned.
- In case of overdue repeated (three time), the library administration may deprive the beneficiary from borrowing for at least a semester.
- A Book reservation can be cancelled after two hours of the delivery time.
- The library administration can refer any student who abuses the library or library holdings or ill-treatment of one of its employees to the professional behavior committee.
- The library administration may deprive the beneficiaries who abuse the Library and its acquisitions and its personnel from borrowing and library services.
- The library committee shall have the power to suspend or exclude from use of the library any user who disregards the library rules and regulations
- The library staffs have the right to ask students to leave the library if they are behaving inappropriately or causing disturbance to other users.
- Should a beneficiary lose or damage a book, he should arrange for a new copy of the same or a newer edition within a month; otherwise, he should pay the full price of the book as determine by the Supply Division according to rules and regulations approved by the Administration.
- Should the borrower default on the above payments library administration shall not give him clearance (Second Party release).
- In case of marking, defacing or mutilating books, the book is considered damaged.
- In case of damaged of any library collection the beneficiary will be responsible.
- In case of loss or damage a book, the beneficiary should pay the value to the accounting department and bring official receipt to the library.

1.5.7. Second Party Release

Upon graduation, study leave, semester deletion and withdrawal, the student should obtain a second party release from the Library. The same rules apply for SRC staff upon resignation, retirement or transfer to another agency.

Notes:

- Violation of these Rules will call for punitive action against the erring student & any student who disregards these rules and regulations can be refer to the professional behavior committee.
- These rules and regulations are subject to review by the library committee from time to time.

2. Location of Policies:

- SRC Main , female & business library (Hardcopy)
- SRC website. (Softcopy)

Name of Policy Owner	Title	Signature	Date of Approval
Ibrahim Abdalla	SRC Library supervisor		
Name of Policy Authorizer	Title	Signature	Date of Approval
Dr. Abdullah S. AlSalhi	Deputy Chief Supervisor & Vice Dean of SRC		