Prince Sultan University Central Library
General Policies and Guidelines

Preamble

This document constitutes a full statement of existing Regulations and Guidelines. It is available to all Library users on request; and included in the library handbook as well as in the PSU Central Library Website. This statement of Library Regulations was first submitted on 09 October 2001; it has been recently reviewed and updated by Prof. Fouad Farsuni, present Central Library Director, to cope with user needs, library developments and changes in information environment. The Library Director, who administers the Library under the authority of the Vice Rector for Academic Affairs and Research, shall at all times have authority to maintain good order in the Library to ensure that the Library operates in the best possible environment for study and research. Henceforth, this requires that certain regulations be observed in the Library. These regulations have been proposed with the object of making the Library as useful as possible and demands for the cooperation of all readers for the common good by the strict observance of them. The main purpose of the following regulation is to safeguard the common interest of all users and to enable the Library to carry out its functions as efficiently as possible; users are reminded that, when registering as a member of the Library, they undertake to observe very strictly these regulations concerning the use of the Library. PSU Central Library administration may add, alter, amend, revoke or suspend library regulations without prior notice.

Members: Categories and Privileges

1.1 The persons of the following categories have access to the collections and the facilities of the Library and the advice & expertise of the Library staff, and may borrow circulating material from the Library as follows:

1.2 Membership in any category comes into effect only after the registration in the Library. No person may be registered in more than one category of membership.

1.3 Student members may normally only register after they have been issued with Student Identity card.

1.4 The Library Director may, at his discretion, restrict the loan period of any item or refuse its loan altogether.

Issuance Procedure

2.1 Books will be issued only in person on the production of valid Library membership cards. Students may be asked to show their University Identity cards in addition to the Library cards. In case of loss of Library cards, members have to pay a fine of SR 30 for the issuance of a new card.

2.2 The member can have the Library reserve a book already issued. This book will be issued to him on its return. Once returned, a reserved book will remain in reserve for one week only. Thereafter, it will be issued to other borrowers.
2.3 The member can have the Library renew a book for a further period of one week, provided the book is submitted for renewal within the original one-week loan period. If another member has already reserved the same book, it will not be renewed.

2.4 Members’ privileges will be suspended if overdue materials are not returned, or not renewed, or if there is an outstanding fine.

2.5 Reference and reserved books, books in great demand, periodicals, theses, reports, and audio-visual aids materials will not be issued. CD’s will be given to the teachers only for their consultation within the premises of the Library.

2.6 Members will be held responsible for any material borrowed on their cards.

2.7 All students shall, at the end of the session, clear any overdue loans before they are permitted to borrow again. In addition, no degree shall be awarded to any student who has not returned all borrowed materials and paid all fines due to the University Accounting Department.

2.8 Staff shall return all materials before they leave, withdraw, or resign, regardless of due dates. The University reserves the right to bill former members for costs incurred in attempting to recover such materials.

2.9 The Library Director may recall any item on loan from any borrower at any time.

2.10 Members must check to see that all materials in their possession have been properly checked out to them before leaving the Library. No Library material of any kind may be removed from the main Library building by anyone unless it has been issued to him from the Circulation Desk. Unauthorized removal of Library materials is regarded as a very serious offense.

3. Damaged Books

3.1 Borrowers will be held responsible for any damage done to books whilst in their possession.

3.2 At the time of a book’s issuance, borrowers should check its physical condition and, if any damage is found, it should be reported to the Librarian.

3.3 If a book is returned in a damaged condition, the Library Director will determine if it is repairable or not. The borrower will be charged the cost of repair, if it is repairable, or the compensation specified in article 4.3 if it is damaged beyond repair.

4. Loss of Books

4.1 The loss of a book should be reported in writing to the Library Director. The fine for the delayed return will only apply up to the date of receipt of the notice of loss.

4.2 If the book is not returned within thirty days from the due date, it will be considered to have been lost.
4.3 If a book is lost, the borrower will be held responsible for replacing the same book or for paying the cost of the book, whichever the Library Director determines, in addition to the fine charged under article 5.1, if any.

4.4 If the lost book is one of a set or series, the borrower may be called upon to replace the whole set or series.

5. **Delayed Return**

5.1 A fine of SR1 per day will be charged, if the books are retained longer than the period prescribed above for all categories.

5.2 All categories are liable to a fine in respect of items borrowed from the Library and not returned by the due date.

5.3 Official time for determining fines on overdue books and for other purposes will be calculated according to the time determined in the computer system at the Circulation Desk. Should the system be down, the Library staff will determine the correct time.

5.4 The Library Director will send a memorandum to the Accounts Department for the levy of fines and charges from the defaulters who will also receive a copy of the memorandum.

6. **Use of PSU Central Library Computer Facilities (Guidelines for Acceptable Use)**

6.1 Use of University Library workstations is a privilege, and access is intended to support and promote educational purposes that include research, resource discovery that fulfills class assignments, enhancement of career development, support of instruction and promotion of PSU related goals and objectives.

6.2 All PSU Central Library workstations offer access to information.

6.3 Workstations cannot be reserved, except with the agreement of the Library Director, who may reserve them during conferences.

6.4 Users cannot lock the terminals or leave their belongings on the seats to save a place while they are away from the area without the prior permission of the Library staff.

6.5 Two workstations can be reserved when required for urgent tasks. These two can be occupied for only 20 minutes with the Library Director's consent.

6.6 Library staff has the prerogative of reassigning workstations that are left unoccupied.

6.7 Use of equipment and information resources, as well as the use of Internet for non-authorized, illegal or commercial purposes, is strictly prohibited.

6.8 Any act that can obstruct the proper functioning of equipment and information resources (e.g. the modification of installations, evading system and network security, the insertion of, and propagation of computer viruses, abusive stocking of information, changing passwords) is forbidden.
6.9 Installation of any software onto library workstations, using workstations with the intent to intimidate, harass or display hostility towards others and chatting online is not allowed.

6.10 Users are advised to respect intellectual property rights, namely international copyright regulations.

6.11 Students will have to record their Names, Department, ID No., Terminal No., and Time of Start on a daily sheet placed on the Library Counter, prior to starting their work.

6.12 Students should leave the terminals after 30 minutes whenever other students are waiting to use a terminal. In general, Library administration reserves the right to impose time limitations on the use of library computing resources as needed.

6.13 No library users may act or disturb in a manner which interferes with the normal use of the Library, or which interferes with the proper functioning of the Library.

6.14 Users may not bring food or beverages at the workstation area.

6.15 Central Library assumes no responsibility to users for damages, direct or indirect, arising from the use of computer facilities, or from deletion of files.

6.16 Complete silence should be observed except for the brief and subdued talk with the Library staff at the Circulation Desk. Transistor radios and other devices likely to cause disturbance may not be used in the Library. Hand phones, mobiles, pagers and watch alarms should be switched to silent mode before entering the Library.

7. **PSU Central Library Code of Conduct**

The University Central Library serves the University community by providing an atmosphere conducive to research and study. In order to accomplish this, all PSU students, faculty, staff and community users are expected to abide by its regulations. An extension of these ideals is reflected in this code of conduct.

Individuals or groups who engage in an unacceptable behavior may be asked to leave the library. Unacceptable behavior include, but not limited to the following:

7.1 Students inappropriately attired in accordance to the University regulations.

7.2 Rowdiness, noise and offensive interpersonal behavior.

7.3 Refusing to leave the building in a timely fashion at closing.

7.4 Disruptive use of cell phones or beepers in a library building.

7.5 Verbal abuse; verbal assault or threat to do bodily harm; engaging in any form of mental or physical harassment.

7.6 Fighting or otherwise acting in a disorderly manner.
7.7 Engaging in any type of substance abuse.

7.8 Damaging, defacing or misusing library materials, equipment and property.

7.9 Violating University and Library regulations regarding computer use.

7.10 Being in an unauthorized area of a library building, being in a library building during hours it is not open to the public or remaining in a library building when requested to leave during Salah (prayer) or emergency situations or drills.

7.11 Stalking library staff and patrons.

7.12 Violating rules concerning rules containing food, beverages, and tobacco products in the library building.

7.13 Posting notices anywhere other than on designated bulletin boards.

7.14 Failure to follow library circulation policies and procedures.

7.15 Concealing library materials in the library for the exclusive use of an individual or group.

7.16 Failing to adhere to copyright laws.

7.17 Possessing hazardous tools or substance.

7.18 Tampering with emergency mechanisms (fire alarms, alarms in elevators, opening emergency exits except in emergency situation)