
AA11. Library Conduct Policy

Title: **Library Conduct Policy**

Effective Date: July 17, 2018

Issuing Authority: Library Administration

1. RATIONALE

Circulation services is offered to students, faculty, staff, alumni and guests with valid RHU IDs. The Library team provides assistance to users in locating materials while ensuring the collection's security and adhering to equitable policies in the provision of services to RHU community.

2. POLICY

General Library Policies:

- Users should not abuse their borrowing privileges by lending borrowed items to others.
- Users are held responsible for checked-out items until they are returned to the library.
- All Users must come in person to check out and return books.
- The RHU Library provides Study Rooms to RHU students upon reservation.
- Study Rooms are intended only for collaborative study, and not for individual users or other activities.
- Photocopying services are provided in the library with due consideration to copyright law.
- Using your belongings to reserve space is not permitted.
- Mobile phones should be silenced before entering the library.
- Smoking is not allowed in the library.
- Making Noises, such as moving chairs or carrying conversations is not permitted in the library.
- All improper and disruptive behaviour is strictly forbidden.
- Food and beverages are not allowed inside the library.

Locating Materials:

- All library holdings may be accessed by using the [Library Catalog](#). Materials are arranged on the shelves using the Dewey Decimal Classification System. Shelf mark location charts are posted throughout the Library. Users may also ask attending staff at the Circulation desk or any other Information desk for assistance in finding materials. Each student should use his/her ID to borrow Library items. A student is responsible for anything checked out under her/his name.

Proper Handling of Library Material:

- Library material is to be used by all, therefore proper care is strongly urged. It is strictly forbidden to cut, tear, or deface (mark by pencil, pen, or highlighter) library material. If a library user loses, damages, or is unable to return library material for any reason, she/he will be charged the cost of replacing the item inclusive of shipping and/or binding costs.

Punctuality in Returning Borrowed Material:

- Users should Keep track to their checked out library material, and act immediately upon receiving recall and overdue notices. Material may be recalled when it is deemed by library staff that it needs to be put on reserve for classes or for use by another borrower. Users are expected to return borrowed material on time.

Loans and Renewal Policies:

- There are three forms of loans at RHU Library (Standard Loan, Short Loan & Library Use) :

1. Standard Loan:

The standard loan period varies from 10 days to 30 days according to borrower categories.

- Faculty = 20 days renewable for 10 more days, (Max. 5 books).
- Staff= 15 days without renewal (Max. up to 3 Books).
- Student
 - ❖ Undergraduate 10 days, renewable for another 10 days (Max. 3 Books)
 - ❖ Postgraduate 20 days renewable for another 10 days (Max. 5 Books)
 - ❖ Alumni= 30 days non-renewable (Max. 3 Books)
- Others (guests and visitors) are only allowed to access library books and materials within the confines of the library. No borrowing privileges are extended to them.

2. Short Loan:

Certain restricted items such as CD-ROMs could be borrowed overnight only.

3. Library Use:

"Library use" applies to non-circulating material such as references, encyclopedias, periodicals, special collections such as hard copies of RHU senior projects and MS thesis, and books that have more than two volumes.

Any ordinary loan is renewable on the same conditions of the original one. The borrower, in person, is responsible for renewing material before the due date expires, and only after clearing any outstanding fines. The renewal can be done in person or through a phone call to the circulation desk at 05601386-90 Ext. 435.

Reservation Policy:

- Users can place reservation electronically for any loaned item, study rooms, classroom. The circulation staff will reserve items that are on loan, on a first come first serve basis.

Overdue Charges:

- Fines are charged for delays in returning borrowed materials as follow:
 - ❖ 1,000 L.L per day per a RHU Library book. All outstanding fines should be paid before any new item is borrowed or renewed.

Clearance:

- To obtain a Library clearance, all graduates are expected to submit one soft copy of their senior project, to be kept in the Library. Graduates should also make sure that all books & other borrowed materials are returned to the Library before clearance procedure.

3. STAKEHOLDER IMPACT AND SCOPE

Library users are expected to be aware of and will be held responsible for all library rules and regulations. Action will be taken against any user who does not conform to library policies. The library reserves the right to remove borrowing privileges and ban any disruptive user from the library premises. A disciplinary notice will be issued and placed in her/his personal file.

4. RELATED DOCUMENTS

- > University policies and procedures
- > University catalogue

5. For assistance, please contact:

- E-mail: library@rhu.edu.lb
- Ayda Al-Ashi Library Coordinator, ext.: 434
- Bassima Katerji Library circulation desk, ext.: 435