

LIBRARY CONDUCT POLICY

Title:	Library conduct policy
Policy Number:	Ac 600/ July 17, 2018
Effective Date:	July 17, 2018
Issuing Authority:	Office of the President

1. RATIONALE

Circulation Services assists library users with the location and circulation of library materials while ensuring the collection's security and adhering to equitable policies in the provision of services to RHU community and to visiting and remote researchers.

2. POLICY

General Library Policies:

- Users should not abuse their borrowing privileges by lending borrowed items to another person.
- Users are held responsible for checked out material until the material is returned to the library.
- All Users must come in person to check out and return books.
- Smoking is not allowed at the library.
- Making Noises, such as moving chairs and having conversations loudly is also forbidden.
- All improper and disruptive behaviour is strictly forbidden.
- Photocopying services are provided in the library with due consideration to copyright law.
- Food and Drinks; the library will offer students a designated welcome coffee drink area at the entrance doors starting next academic year 2018-19. Our priority is to provide a clean and pleasant environment for all Library users that is conducive to study. The library will provide a mixed area both one located at the entrance where coffee is allowed, and other area of Library which enforce a No Food and Drink policy with no exceptions, due to the unique and exceptional nature of collections in that Library.

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 library material for any reason, he/she will be charged the amount price of the item, plus 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 to be put on reserve for classes or 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. up to 5 books).
- Staff= 15 days without renewal, (Max. up to 3 Books).
- Student
 - ❖ Undergraduate 10 days, renewable for another 10 days (Max. up to 3 Books)
 - ❖ Postgraduate 20 days renewable for another 10 days (5Books)
 - ❖ Alumni= 30 days non-renewable (Max. up to 3 Books)
- Others, like guests and visitors, are only allowed to access library books and materials within the confines of the library. No borrowing privileges are granted for 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 theses, 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, or multimedia room. 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 an 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 hard copy and one soft copy of their senior project, to be kept in the Library. For more information regarding official binding standards, graduates should refer to the library coordinator. 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 make themselves 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 his/ her personal file.

4. RELATED DOCUMENTS

- > University policies and procedures
- > University catalogue

5. APPROVAL AND REVIEW

Approved by RHU Administrative Board on October 22, 2024