

Policies of library affairs Administration at Taif University

- Preserving public property and not tampering with it.
- Maintain calm and respond to the directions of library staff and security teams.
- Put the phone on silent.
- It is prohibited to bring food and drinks into the library.

- Library patrons must take care of their personal property, as the library is not responsible for any damage to them.
- The services provided by the library are based on the university card or the system.

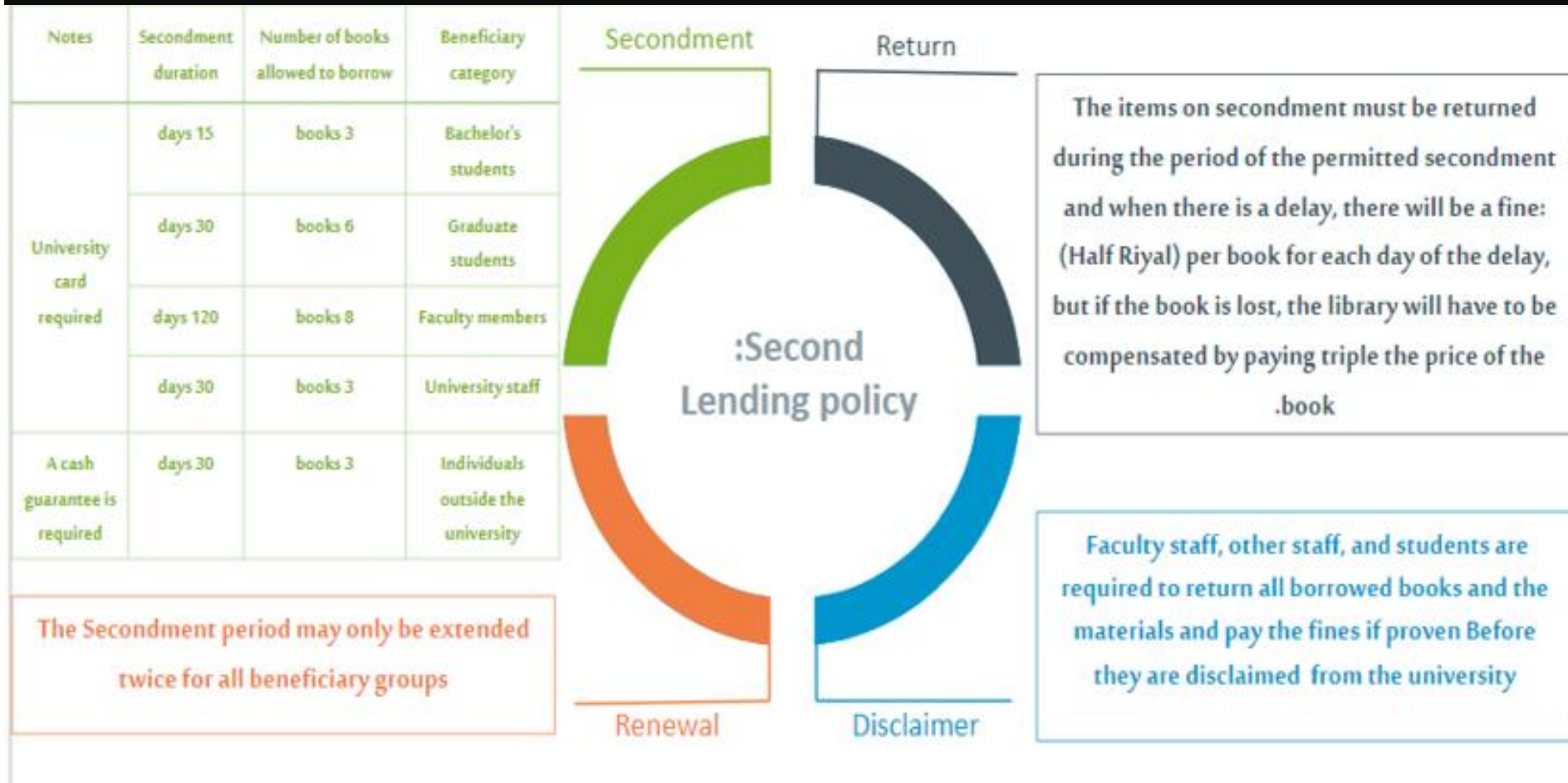
First: Library entry policy

- Maintaining the cleanliness and order of the place and returning the seats to their places.
- Adherence to the rules, regulations and policies in force in the library.
- Use computers and Internet services for what they were designated for, and it is not permissible to use them for anything else.

- Personal mobile devices are allowed for study purposes only.
- It is prohibited to move library items from one place to another, except for books for the purpose of lending or photocopying.
- It is prohibited to write comments and footnotes on office materials, and it is also prohibited to remove or destroy any part of it.



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Paper photography

- It is allowed to photograph all materials bearing the Taif University seal.
- The photocopying service is provided to all library users and for all materials except (documents, publications, private papers, lectures, notes, manuscripts), provided that it does not exceed 25% of the book's pages.
- Photocopying fees are paid in advance and in cash - 8 pages for only one riyal

Third: Photography policy

Electronic photography

- **The Administration of Library Affairs provides the service of photocopying and saving material on storage memory in more than one format.**
- **This service is provided to beneficiaries free of charge, provided that the percentage of photography does not exceed 25% of the book's pages.**
- **Fill out the (photocopying) form and submit it to the relevant employee.**

