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Internal Instructions Deanship of Library Affairs at Taif University

**1439 AH / 2018 AD**

# Table of Contents

[Table of Contents 2](#_Toc128327657)

[Introduction 3](#_Toc128327658)

[Vision 3](#_Toc128327659)

[Mission 3](#_Toc128327660)

[Objectives 3](#_Toc128327661)

[Chapter One: Definition of Terms Internal Instructions 4](#_Toc128327662)

[Article One: Definition of Internal Instructions Terms 4](#_Toc128327663)

[Chapter Two: Loaning and Library Membership 4](#_Toc128327664)

[Article Eight: General Regulations for the Circulation Section 5](#_Toc128327665)

[Article Seven: Conditions for loaning Restricted items 6](#_Toc128327666)

[Article Eight: General Regulations for the loaning Section 6](#_Toc128327667)

[Chapter Four: Penalties and Fines 6](#_Toc128327668)

[Article Nine: Working Hours 6](#_Toc128327669)

[Article Ten: Students clearance 7](#_Toc128327670)

[Article Eleven: University Employees clearance 7](#_Toc128327671)

[Article Fourteen: Fines for Destroying Library Contents 7](#_Toc128327672)

[Article Fifteen: Estimation of the Value of Lost or Damaged Office Materials 7](#_Toc128327673)

[Article Sixteenth: Procedures for settling the status of damaged / unusable materials 8](#_Toc128327674)

[Chapter Five: Rules of Other Services in Taif University Libraries 8](#_Toc128327675)

[Article Twenty One: Materials Allowed to Be Photocopied 8](#_Toc128327676)

[Article Twenty Two: General Controls in the Development of Library Collections 9](#_Toc128327677)

[Article Twenty-Three: Collection by Exchange and Gifts 9](#_Toc128327678)

[Article Twenty-Five: Formation of the Inventory Committee 9](#_Toc128327679)

[Chapter Six: Development of Library Collections and Internal Organization 10](#_Toc128327680)

[References: 11](#_Toc128327681)

## **Introduction**

Based on the importance of regulations in organizing and auditing work, and determining the relations between beneficiaries and library workers, the Deanship of Library Affairs has completed the development of internal organizational instructions for work in the Central Library and its branches, to keep pace with the current trend of the Kingdom in the advancement of scientific research, and to determine the tasks entrusted to the employees of those libraries, and to detail the tasks of each administrative unit (departments and sections) in the Central Library and its branches.

## **Vision**

To be a center of knowledge and information for the surrounding academic community in accordance with the highest international standards.

## **Mission**

Providing all local and international sources of knowledge and information to meet the educational and academic needs of the community and scientific research using the latest modern technologies to achieve the vision and objectives of the university.

## **Objectives**

1. Enable the beneficiaries to benefit from the services of the Central Library and provide access to information resources at any time and place.
2. Providing information services and knowledge activities that meet the needs of the university and the community.
3. Using modern technologies to enable students to become lifelong learners.
4. Providing the necessary educational environment for research groups, academic programs and courses at the university.
5. Educating the library's beneficiaries to ensure that they have the necessary skills and knowledge to support training, learning and scientific research.

## **Chapter One: Definition of Terms Internal Instructions**

### **Article One: Definition of Internal Instructions Terms**

|  |  |
| --- | --- |
| **Traditional forms** | Printed or manuscript library materials or similar, such as: books, government publications, reports, periodicals, scientific theses, maps and statistics. |
| **Non-traditional forms** | Non-printed library materials stored on databases, CDs or any other electronic means. |
| **information vessels** | It includes all forms of print and non-print publishing regardless of the form of the storage medium. |
| **Bibliographic list** | lists that are prepared to compile what has been published on a topic and include the basic data to describe the information base such as: author's name, title, publication data, edition. Etc. |

## 

## **Chapter Two: Loaning and Library Membership**

**Article Two: vessels that are prohibited from being loaned**

**The following holdings may not be loaned outside the library:**

1. Dictionaries and encyclopedias (encyclopedias \_ dictionaries)
2. Unpublished theses (master's and doctorate)
3. Original and illustrated manuscripts.
4. Rare books and single-copy books.
5. Government publications and publications of international bodies in one copy.
6. Books reserved and concerned with the phrase (not for loaning) shall be in the library for internal viewing.
7. Maps, atlases, yearbooks, reports, illustrations such as dedications, graphs and statistical bulletins.
8. Electronic devices, and accessories.

**Article Three: people allowed to benefit from the loan service**

**Categories allowed for external loan:**

* + - 1. Students at the university.
      2. Graduate students.
      3. Faculty members and the like.
      4. University staff.
      5. Individuals from outside the university in accordance with the financial and administrative controls stipulated in the regulations.

**Article Four: General Controls for Lending Books:**

The borrower shall return the book in the condition in which they received it from the library and they are obliged to pay for the damaged or the loss:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Categories | Number of loaned books | Loan Period | ID sources |
| 1 | outstanding students | 5 books | 30 days | University ID, Excellence Card. |
| 2 | Undergraduate Students | 3 books | 15 days | University ID |
| 3 | Graduate students | 6 books | 30 days | University ID |
| 4 | Faculty Members | 8 books | 120 days | University ID |
| 5 | University Staff | 3 books | 30 days | University ID |
| 5 | Individuals from outside the university | 3 books | 30 days | Insurance is paid three times the price of the book |

Note/

1. Renewal is allowed for all beneficiaries twice, with the obligation to bring the university card.
2. . It is forbidden to borrow with someone else's card.

### **Article Eight: General Regulations for the Circulation Section**

**First: Library membership requires the following:**

1. Membership is free for all university employees.
2. Membership for non-university employees is by paying monthly or annual subscription fees, and the subscription amount is determined later based on the guidance of the higher authorities at the university, or it can be free based on agreements between the university and external parties.

**Article Six: Books Reservations Conditions**

It is reserved upon the recommendation of the faculty member in coordination with the Director of the Library of Technical Affairs and placed in the reserved books section and loaned internally to the library. The borrower of the book (books) must attend to the library within (48) hours, and if the beneficiary does not attend, the reservation process for the books (book) will be canceled and returned to its place in the shelves so that it can be used.

### **Article Seven: Conditions for loaning Restricted items**

External lending of books reserved or stamped with the phrase (not for loaning) may be borrowed externally one hour before the end of the library's working hours, provided that they are returned the next morning before nine o'clock in the morning. They may also be seconded at the end of the weekend and received on the morning of the following Sunday immediately before nine o'clock in the morning. In case of delay, (10) times the delay fine must be paid for each day.

### **Article Eight: General Regulations for the loaning Section**

1. The library has the right to request any loaned book(s), without any reason, before the expiry of its loan period.
2. Book renewal is allowed.
3. It is forbidden to transfer the loan of any book(s) from one borrower to another borrower when requesting a clearance from the library.
4. It is forbidden to borrow with someone else's card.
5. The beneficiary has the right to seize the loaned book(s) in the case of absence of a second copy on the shelf, that is allowed to be loaned.

### **Chapter Four: Penalties and Fines**

### **Article Nine: Working Hours**

All working days of the library start from Sunday to Thursday from 8 am and end based on the annual calendar and the Deanship of Library Affairs may change these dates according to the need for work after the approval of the university's senior management.

### **Article Ten: Students clearance**

All regular and affiliated students are required upon graduation to obtain a clearance letter from the central library to ensure that all borrowed books are returned, and to pay financial fines if proven, as well as to deliver hard copies and electronic copies of scientific theses.

### **Article Eleven: University Employees clearance**

The procedures for clearance from the library are required for each of the faculty members, their equivalents, and university employees in the case of leaving the university, secondment to other parties, termination of the contract, or studying abroad, or in the event of submitting resignation. This must be verified by the relevant authorities.

**Chapter Four: Penalties and Fines**

**Article twelve: Penalties for delayed borrowed items**

If the beneficiary is late to returning any material or book, they borrowed from the, they shall pay the delay fine for each day which is half a riyal for each book.

**Article Thirteen: Student Penalties When Delaying the Return of Borrowed Courses for a Semester.**

In case of delay in returning any book for a semester, the library has the right to coordinate with the Deanship of Admission and Registration to suspend their services in the university system including registering courses, in addition to stopping their monthly payment until the case is settled in the Deanship of Library Affairs.

### **Article Fourteen: Fines for Destroying Library Contents**

* Any scraping or tearing of any of its contents or alteration of any of its characteristics.
* If the borrower causes damage or loss of any book or any material of the library's contents, they must bring another copy of the same edition of the book or material or pay the value of purchasing the material.

### **Article Fifteen: Estimation of the Value of Lost or Damaged Office Materials**

The Library Council shall estimate the value of lost or damaged books, references, periodicals, rare books and manuscripts by the beneficiaries to the Library Council in order to determine the price of the lost or damaged and its scarcity in the market and the administrative expenses resulting therefrom. The decision of this Council shall be effective after its approval by the Dean of Library Affairs, and the Council has the right to request a report on the estimated value of the material from the competent authorities.

### **Article Sixteenth: Procedures for settling the status of damaged / unusable materials**

If any of the library materials is damaged, a report shall be prepared by the Director of Technical Affairs and submitted to the Dean of Library Affairs to take the necessary action.

**Article Seventeen: Collection of Fines**

The Financial Department of the Deanship has the right to payments that belong to the Deanship and disburse from it according to the directive of the Dean of Library Affairs until a bank account is opened designated for this.

**Article Eighteen: Fines for Theft of Library Contents**

If any beneficiary of the library tries to get any material out of the library or a book without borrowing, it is referred to the director of the library for technical affairs to take the necessary measures and write a report to that effect, and it is submitted to the Dean of Library Affairs in coordination with the university's disciplinary committee.

**Article Nineteen: Fines for Violating the Code of Conduct within the Library**

If any library beneficiary tries not to comply with the library's regulations, he will be referred to the University's Disciplinary Committee in coordination with the Dean of Library Affairs.

## **Chapter Five: Rules of Other Services in Taif University Libraries**

**Article Twenty: Other Service Provider**

The service of photocopying, proofreading and translation of a number of languages is provided to all library visitors from a "specialized external party" in accordance with the general policies in force in Saudi Arabia. it is obligated to provide machines, all its supplies and trained workers throughout the library's working hours for a fee. All revenue is to benefit the Deanship of Library Affairs.

### **Article Twenty-One: Materials Allowed to Be Photocopied**

1. All materials bearing the seal of Taif University libraries. It is strictly forbidden to photograph the following:
2. Personal and private publications, documents and papers.
3. Printed notes and lectures.
4. Original or photocopied manuscripts or those that are authorized.
5. Master's and doctoral theses at Taif University are not published except with the permission of their author, except for abstracts and references.
6. Any other materials that the Deanship of Library Affairs deems not allowed to be photographed.

**Chapter Six: Development of Library Collections and Internal Organization**

### **Article Twenty Two: General Controls in the Development of Library Collections**

Information vessels purchased, donated, received through exchange or gifts must be compatible with scientific facts and must not spread corruption and decay, and must not affect the religious, political and social values of society, and must be commensurate with the scientific and cultural level of students. It is also not permissible to have a defect among the purchased information vessels, whether from the technical or material aspects, in the manufacture of information vessels.

### **Article Twenty-Three: Collection by Exchange and Gifts**

Appointing a secretary to exchange books and gifts, and to be in constant contact with the activities of scientific and academic institutions in order to obtain the publications, reports and research they issue, in addition to discussing with officials the exchange of scientific theses and gifts together for other university libraries.

**Article Twenty-Four: Custody and Inventory**

Library specialists and employees are jointly responsible for the custody of the library and library’s damaged materials as a result of neglect, after dropping the prescribed percentage.

### **Article Twenty-Five: Formation of the Inventory Committee**

The Dean of Library Affairs forms committees of library employees or others to partially or completely inventory them during the summer vacation of the university so that the contents of the university library are inventoried once every three years at most.

**Article Twenty-Six: Percentage of Loss by Inventory**

A percentage not exceeding 2% of the total books in the library shall be dropped in each inventory, it does not include the following:

Manuscript books.

Rare printed books.

Periodicals restricted seconded.

Restricted books loaned.

**Article Twenty-seven: Percentage of Loss by Inventory**

In the case that the percentage of loss exceeding the percentage prescribed in Article Twenty-Six, or if the percentage includes some of the materials excluded in Article Twenty-Five, the matter shall be submitted to the Library Council for approval not exceeding 3% or to take what the Council deems appropriate. If the percentage exceeds 3%, the matter is referred to the University Council.

### **Chapter Six: Development of Library Collections and Internal Organization**

1. Do not smoke inside the library.
2. Do not bring food and drinks except in designated areas.
3. Remain calm and silent and do not tamper with the items of the library
4. Books that have been viewed should not be returned to the shelves, but should be left on the table (reading tables).

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