

Regulations of Organizing Users' Behavior in Library

Eleventh Chapter: General Rules for Using Library

Article 38:

Users and clerks at Libraries belonging to Deanship of Libraries Affairs must abide by a number of general rules that specify manners of using libraries. This is to preserve libraries' properties and present services at the highest level, and these are:

- Clerks must be committed to timings of opening and closing libraries, and they should make their ID cards visible while in libraries
- Keeping quiet and switching off all cell phones. Users should not enter places are only for employees
- Beverages and food are not allowed inside
- Library phones are allowed only for clerks
- Abiding by circulation rules defined by Deanship
- Using library devices only for research purposes
- Library's properties are not allowed outside except after a permission from clerks in charge
- Photocopying, lecturing, and meeting are not allowed until after getting a permission
- Information objects should be used appropriately; writing on it is not allowed
- Books should be replaced so all users could benefit from them
- Library users should clean their place after leaving

Deanship of Libraries Affairs has the right to transfer everyone violates these rules to committee of disciplining students for students; or to University Administration in the event a clerk violates the rules.