

Kingdom of Saudi Arabia
Ministry of Higher Education
King Abdulaziz University

**University Libraries Loan
System**

With Compliments of Deanship of Library Affairs

Link: <http://library.kau.edu.sa>

Introduction:

King Abdulaziz University represented by the Deanship of Library Affairs is pleased to present this pamphlet to the Central Library users, with the aim of acquainting them with systems and bases of the loan services; and the Deanship by doing that hopes that it has been successful in giving a comprehensive picture about the fundamentals and bases of information services that it presents for each user of this great fountain.

Firstly: Groups that are allowed to borrow:

1/1 Regular Students

1/2 Graduate Students and Teaching Assistants

1/3 The University Employees Sent Abroad

1/4 Teaching Staff and Lecturers

1/5 The University Affiliated Students

1/6 The University Employees

1/7 Individuals and Corporations Outside the University; and for all,

without any exceptions, the right for an inside the Library study

of any information available in the University libraries.

Secondly: Materials not allowed to be borrowed outside the libraries:

References: Dictionaries; Encyclopedias, Journals including newspapers, magazines; Special Collections: original and copied manuscripts, rare books, governmental and international corporations prints; unpublished King Abdulaziz University Masters' and PhD Theses; Atlases; Maps; Documents and unprinted materials: Discs, Slides; Films, Tiny Films (Microfilms, Microcards and Microfiches) and the Reserved Books and those Stamped by the phrase (Not Be Barrowed) that should remain inside the Library for internal study.

Thirdly: External Loan

3/1 The Regular Students

The Student has the right to borrow a maximum of FOUR books and not to exceed three in one chance for 15 days.

3/2 The Graduate Students and Teaching Assistants

The Graduate Students and Teaching Assistants have the right to borrow a maximum of SIX books and not to exceed four in one chance for a month.

3/3 The University Employees Sent Abroad:

For those to borrow they are required to bring a letter from their Faculty Dean requesting this service. They have the right to borrow a maximum of THREE books for two weeks.

3/4 The University Teaching Staff and Lecturers:

They are allowed to borrow a maximum of TEN books and can keep them up to the end of the semester; and should return any borrowed books by the end of each semester. It is permissible for them to borrow in a very limited manner some reference books for a duration not to exceed 24 hours.

3/5 The University Employees:

The University Employees have the right to borrow a maximum of TWO for a duration not to exceed two weeks and not to be of the text books.

3/6 Individuals Outside the University:

They are allowed to borrow a maximum of TWO books for a duration not to exceed two weeks, after they present the necessary guarantees like bringing an official letter from the places where they work together with a copy of the National Identity Card or Residence Permit Card and paying a monetary guarantee specified by the Director of the Library Services.

Fourthly: Membership:

4/1 It is mandatory for the regular student or the graduate student to bring the registration time table for the current semester together with presenting the University Card.

4/2 The University Staff Members or Lecturers should bring the University Card.

4/3 The University Employees should bring a letter from the place where they work or the college administration informing that they are still at work for the current year.

4/4 The Membership Card is renewed at the beginning of each semester or when renewing the contract or when expired.

4/5 In case of loss of Membership Card; it is mandatory to inform the Loan Secretary for performing the necessary measures before issuing another card after a week from the date of notification.

Fifthly: General Clauses:

5/1 It is permissible for the Library to request the return of any borrowed book before the end of the specified period and without revealing a reason.

5/2 It is allowed to renew the loan after bringing the borrowed books for another maximum two consecutive durations unless the books are requested by another individual.

5/3 The University Staff Members, Lecturers and Teaching Assistants have the right to borrow from all libraries of the University. The University Students and Employees are allowed to.....; but the University Affiliation Students, and individuals and corporations outside the University are allowed to borrow from the Central Library only.

5/4 It is prohibited for any member to borrow using the Membership Card of another; and in case this has happened, the owner of the card shall be barred from loan for a week. If this act is repeated he/she shall be barred from loan for one semester.

5/5 It is permissible to transfer the loan of any book to another person unless the book is returned to the Library; and

this act is not allowed in case of requesting a release from the Library.

5/6 Any user has the right to reserve a borrowed book in case of non-existence of another copy on shelf to be borrowed; by bringing the Catalog classification number and entering this with the Return Secretary.

Sixthly: The Reserved Books:

6/1 These books are reserved according to a staff member, lecturer or the Director of Library Services recommendation; and put in the Reserved Books Section to be borrowed inside the Library.

Seventhly: The External Loan of the Reserved Books or those stamped by the phrase (Not to be Borrowed):

7/1 It is permissible to be borrowed externally an hour before the end of the Library Hours to be returned the morning of the next day before 9:00am. They can also be borrowed at the end of Thursday Working Hours and to be returned on Saturday Morning before 9:00am.

7/2 In case of return delay, any hour of delay is punished by barring for a day. In case of delay for a day or more, the user shall be barred for one month; and if this act is repeated he/she shall be barred indefinitely from borrowing these materials.

Eighthly: The Fines:

8/1 The book shall be considered damaged if spoiled by ink or scratching; or any paper of it has been ripped off or pulled out; or any of its characters has been changed.

8/2 The borrower ought to bring another alternative copy of the same edition in case he/she has lost or damaged any book or any other library material. In case of unfeasibility of this, the borrower shall pay the value of the book plus four times worth of it; in return of temporal life of the book and its cost value.

8/3 In case of damaging any library material; a minute shall be edited of this act and presented to responsible University entities to take the necessary measures, in addition to the fine stipulated in clause 8/2.

8/4 The Library has the right to raising the loss or damage fines from the student's remuneration or the employee's or staff member's salary.

Ninthly: The Penalties:

9/1 If the borrower is late in returning any book in its specified period, he/she shall be barred from loan for a period equivalent to the delay time.

9/2 The Library has the right to bar the borrower from loan for whole semester if he/she is late to return a book for a month.

9/3 The Library, in collaboration with the Deanships of Admission and Registration and Students' Affairs, has the right to bar the student from registration and receiving the remuneration, in case he/she being late to return a borrowed book for a whole semester.

9/4 If any person has attempted to exit the Library accompanied by an unborrowed book or library material, he

shall be referred to the Director of the Library Services to take the necessary measures and to edit a minute for the event to be presented to the Deanship of Students' Affairs or Director of Loan or the entity responsible of him to take the necessary disciplinary measures towards him and also barring him from loan.

Tenthly: The Library Release:

10/1 It is imperative for the University students, including the graduate students, when graduated or temporary or final withdraw or dismissal from the University, to acquire a release from the Central Library and their college libraries.

10/2 The Deanship of Admission and Registration assumes the verification of release before handing over the document of graduation or temporary or final withdraw or dismissal from the University to the students.

10/3 It is imperative for the University Affiliation students, when graduated or temporary or final withdraw or dismissal from the University, to acquire a release from the Central Library and for the Deanship of Affiliation Affairs to verify this effect.

10/4 It is imperative for the non student borrower, including the University staff members, lecturers, teaching assistants, those who sent to study abroad and employees, in case of being transformed from the University or being seconded to another entity or expiry of contract or travel for study or gone on official vacations or resignation; to acquire a release from the Central Library and their college libraries.

10/5 The Department of Discharge and Expenditures at the Financial Directorate in the specific entity assumes the verification of staff members, lecturers, teaching assistants, and employees in the cases mentioned in clause 10/4.

10/6 The Delegation Directorate assumes the verification of the Central Library and college libraries release before finalizing the travel procedures for any student studying abroad.

10/7 The Dean of Library Affairs and the libraries and concerned entities employees are responsible for implementing the regulations of these instructions.