

**Kingdom of Saudi Arabia**  
**Ministry of Higher Education**  
**King Abdulaziz University**

**King Abdulaziz University**  
**Libraries Photocopying Bases**

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 photocopying; 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: Materials Permissible to be photocopied:**

All materials bearing the stamp of King Abdulaziz University Libraries.

### **Secondly: Materials Impermissible to be photocopied:**

- a) Personal and private prints, documents and papers.
- b) Hand- and typed-written notes and lectures.
- c) Original and copied manuscripts or those with no permit according to the bases of manuscript photocopying from the Manuscript Department.
- d) Unpublished King Abdulaziz University Masters' and PhD Theses, unless there is a permit from their authors.
- e) What exceeded 25 pages of a book at one time.

f)Any other material, the Deanship of Library Affairs decides not allow photocopying.

**Thirdly: Persons Allowed to Photocopy:**

a)The University Students and Employees.

b)Outside the University Researchers and Corporations.

**Fourthly: General Clauses:**

a)The photocopying dues are paid cash in advance to the Photocopying Department and financial transactions are also acceptable if the entity requesting the photocopying is a scientific one.

b)The mentioned due are viable for change if necessary.

**Fifthly: Bases of Manuscripts Photocopying at the University Libraries:**

1-The manuscript photocopying request form is filled to studied by the Manuscript Department.

2-King Abdulaziz University Graduate Student ought to bring an official letter for his thesis supervisor and endorsed by his college specifying the need for this document and the purpose of its photocopying.

3-The researcher belonging to inside and outside the Kingdom scientific institutions and corporations ought to present a request for photocopying the manuscript to the entity he

belongs to; which in turn sends an official letter specifying the researcher's need for this manuscript and the purpose of its photocopying. King Abdulaziz University Staff Members are exempted from this act.

4-For other groups, the researcher ought to verify his identity and scientific expertise, specify the need for the manuscript and the purpose of its photocopying. The whole matter is then put before the Dean of Library Affairs to take the necessary measure.

5-It is a condition for the scientific corporations that have manuscripts to exchange similar ones; and for the Manuscript Department to select the substitute copies; and if do not manuscript; the matter will be before the Dean of Library Affairs.

6-It is a condition to pay the prescribed photocopying dues; with the exception of manuscripts brought by individuals for photocopying and the Manuscript Department would like to obtain a copy of it due to non-existence of an original copy of it.

7-It is mandatory to obtain the consent of the Dean of Library Affairs.