



# APP

## KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES ADMINISTRATIVE POLICY AND PROCEDURE

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**NUMBER** : 022-P-V01-16  
**TITLE** : LIBRARY SPACE POLICY  
**ORIGINATING DEPT.** : LIBRARY AFFAIRS  
**ORIGINAL DATE** : NOVEMBER 2016  
**REVISED DATE** :

### 1. STATEMENT OF PURPOSE

The purpose of this policy is to provide an outline and define the guidelines and restrictions to utilize the library space and preservation of collections throughout King Saud bin Abdulaziz University for Health Sciences (KSAU-HS) libraries.

### 2. APPLICABILITY

This policy applies to all college libraries of King Saud bin Abdulaziz University for Health Sciences (KSAU-HS).

### 3. RELATED REFERENCES

- 3.1 APP 1419-06 Allocation and Utilization of Physical Space
- 3.2 National Commission for Academic Accreditation and Assessment (NCAAA) Standards for Quality Assurance and Accreditation of Higher Education institutions.

### 4. DEFINITIONS

None

### 5. POLICY

#### 5.1 Classroom Use Policy

- 5.1.1 This classroom is designated for the delivery of library instruction and may be reserved by library employees to provide instruction and training sessions.
- 5.1.2 Library instruction always has the priority to use the classrooms. During non-peak season, university libraries may schedule the rooms for orientation or other job related sessions.

- 5.1.3 Most instruction sessions will be posted on the door of the classroom. Groups should vacate a classroom at least 10 minutes prior to the start time of a posted session.
- 5.1.4 Notice of cancellations must send to the library to make the space available for other users.
- 5.1.5 Catered food events and food delivery are not allowed in the Library Instruction Classroom.
- 5.1.6 Users are not allowed to sleep in the room.
- 5.1.7 All room use policies for group studies apply to booking a library classroom.
  
- 5.2 Group Study Room Policy
  - 5.2.1 The room is intended as a place for students to work and study together. It is not intended for individual study.
  - 5.2.2 It is not intended as meeting rooms for the business of the University or as general assignment classrooms.
  - 5.2.3 All personal belongings must not be left unattended.
  - 5.2.4 Users are not allowed to sleep in the room
  
- 5.3 Space Reservation Guidelines
  - 5.3.1 The room may be reserved for short-term use only; regular scheduled courses or events will not be scheduled.
  - 5.3.2 The reservations may be made in person or online for up to two or four hours, depending on the availability of the room.
  - 5.3.3 The library reserves the right to cancel a reservation if the requester has not occupied the room within 15 minutes of the reservation.
  - 5.3.4 The schedule for the room is posted outside the door and available to staff at the service desks.
  - 5.3.5 If the room is not reserved, the use is on a first-come-first –serve basis for groups.
  
- 5.4 Using a Booked Room
  - 5.4.1 Groups must bring the email confirmation of their booking with them to the room, either electronically or in print. Groups must present this email confirmation in order to ask another group to vacate the room.
  - 5.4.2 There is a 10-minute grace period for a room booking. If 2 or more members of a group are not present within the grace period, the booking is invalid, and another group may use the room.
  - 5.4.3 Group studies cannot be held by placing personal belongings or library materials in them. Unattended items will be removed and will be held in the Lost & Found section.
  - 5.4.4 Furniture, such as chairs and tables, should neither be added nor removed from the room. Groups should report any missing or extraneous furniture to the Library staff.
  - 5.4.5 The users are requested to talk quietly to avoid disturbing others. Rooms are not soundproof and loud conversation can be heard in the main reading areas.
  
- 5.5 Special Collections & Archives Usage Policy
  - 5.5.1 Archives and Special Collection materials are non-circulating and are subject to special care and handling.
  - 5.5.2 Duplication of materials is permitted provided that copying a given item will not be damage.
  - 5.5.3 Advance notice is required for the use of some materials in Special Collections so that it can be retrieved from the storage.
  - 5.5.4 Smoking, eating and drinking are prohibited.

- 5.5.5 Gloves provided must be worn when handling photographic or other fragile material.
- 5.5.6 Manuscript and other loose-leaf materials require special care.
- 5.5.7 Before leaving, researchers must return all materials to the staff.

## 6. PROCEDURE

- 6.1 Authenticated ID badges will be the principal means of identification for accessing King Saud Bin Abdulaziz University for Health Sciences library resources, facilities and services.
- 6.2 Patrons who bring food or drink into the library will be asked to remove the items or to discard the items into the lined trash cans.
- 6.3 All users must arrive early and politely inform anyone using the room that they will need to relocate.
- 6.4 To schedule the room, the user must fill out and submit the Reservation Request Form.
- 6.5 The users are expected to vacate the room 15 minutes prior to any scheduled events or any time a library or IT staff needs the room.

## 7. RESPONSIBILITY

- 7.1 King Saud Bin Abdulaziz University for Health Sciences library staff shall be responsible for monitoring the implementation of this Policy.
- 7.2 All users are mandatorily bound to adhere to the provisions of this Policy.
- 7.3 All groups and individuals using University facilities are responsible for any and all damages they might cause.
- 7.4 Extra charges for labor that will be incurred when an excessive amount of cleaning is required to return the areas used to a condition adequate for continued use. The use of tape, glue, thumbtacks, adhesive, or other items on the walls, ceilings, frames, columns, staging or other areas is forbidden.
- 7.5 The University assumes no responsibility for damage to or loss of any materials or equipment left in the building, on display, or in storage. Persons in charge of events are responsible both for the safety of persons attending and for the maintenance of the room's original condition.





**8. APPROVAL**

**PREPARED BY:**



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17/3/2016  
DATE

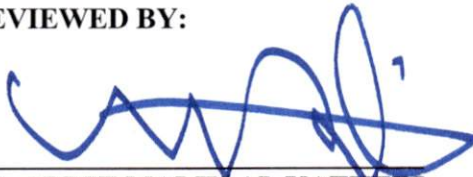
**PROPOSED BY:**



**PROF. ALI AL TUWAIJRI**  
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Sept 29, 2016  
DATE

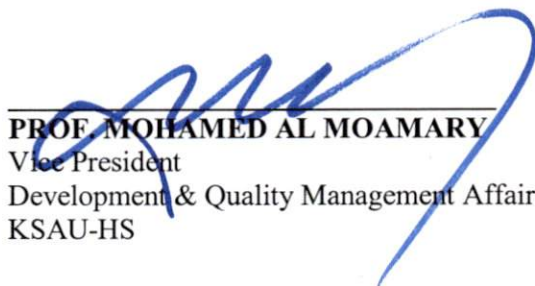
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27/11/16  
DATE

**APPROVED BY:**



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KSAU-HS

28/11/16  
EFFECTIVE DATE

