



APP

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

NUMBER : 023-P-V01-16
TITLE : CONDUCT POLICIES
ORIGINATING DEPT. : LIBRARY AFFAIRS
ORIGINAL DATE : NOVEMBER 2016
REVISED DATE :

1. STATEMENT OF PURPOSE

The purpose of this policy is to run a library in smooth way and ensuring a pleasant and productive environment for study and research for all users

2. APPLICABILITY

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

3. RELATED REFERENCES

None

4. DEFINITIONS

None

5. POLICY

5.1 Disruptive behavior

5.1.1 KSAU-HS libraries provide an environment conducive to teaching, learning, study, and research, as well as a safe and secure environment for the faculty, staff, and students of the University.

5.1.2 For the purpose of this policy, "disruptive behavior" is understood to include, but is not limited to:

- a) arguing, fighting, and/or any activity that creates excessive noise or commotion detrimental to the work of library users or staff

- b) abusing, threatening, or intimidating library users or staff through language or action
- c) using audio devices or other electronic devices that create excessive noise or in any other way disrupt the work of library users or staff
- d) using electronic or other devices to make a photographic, audio, digital, or film recording of any person without prior consent of the library staff
- e) entering areas of the library marked as "Staff Only"
- f) refusing to follow reasonable directives, either verbal or written, issued by the library staff, or obstructing the library staff from carrying out their assigned duties or responsibilities
- g) refusing to leave a library facility at closing time, or as directed by library staff or by members of the Department of Public Safety
- h) refusing to identify oneself to the library staff or to the members of the Security Department when requested

5.1.3 The library staff will take appropriate action to remedy disruptive behavior, including, if necessary, notifying the University Security Department.

5.2 Mutilation or Misuse of Library Material

5.2.1 Mutilation of library materials by marking, underlining, removing pages or portions of pages, removing binding, removing electronic theft detection devices, or in any other way injuring or defacing library materials is strictly prohibited.

5.2.2 Misusing or tampering with computing or media equipment or Internet connections is strictly prohibited.

5.3 Smart Phones and Other Mobile Devices

5.3.1 The Library is committed to maintaining an environment conducive to reading, research and studying

5.3.2 The library users are reminded to be courteous to others while using mobile devices, and to set mobile devices to "vibrate" or "silent" modes while inside the library facilities.

5.4 Photography

5.4.1 Photography in the library is completely prohibited, unless specifically agreed with the Administrators.

5.5 Personal Property

5.5.1 Library users are cautioned and discouraged to leave personal belongings unattended.

5.5.2 Library staff will not be liable/held responsible for any loss of valuables/belongings.

5.5.3 Libraries will not under any circumstances accept responsibility for personal property.

5.6 Food and Drinks

5.6.1 The introduction of food and drink to the library facilities may pose a threat to the library collections and facilities. Damage caused by food and drink is defined as vandalism and is subject to disciplinary action by University action

5.6.2 Food is strictly not allowed in libraries' premises

5.6.3 Drinks may be allowed in libraries' facilities in spill-proof, covered, plastic or metal containers.

5.7 Smoking and Use of Tobacco Products

5.7.1 Smoking of any material is prohibited by the Campus Smoking Policy in all the facilities of the campus, including all of the libraries' facilities.

5.7.2 The use of any tobacco product may pose a threat to library collections and is likewise prohibited.



6. PROCEDURE

6.1 Reporting Violations of this Policy: Violations of this Policy may be reported to any member of the library staff

6.2 Disciplinary Procedures: Users failing to comply with this policy could be dealt with as follows:

- a) asked to leave the library:
- b) reported to the Security Department as appropriate
- c) lose their privileges to use KSAU-HS libraries



7. RESPONSIBILITY

7.1 KSAU-HS library users are responsible to respect and comply with the library policies when using libraries and their sources and services

7.2 KSAU-HS librarians are responsible for ensuring that users comply with the library policies and observe violations of library users

8. APPROVAL

PREPARED BY:



DR. ABDULLAH AL SHAYA
Consultant, Health Sciences Library
Postgraduate Education, KSAU-HS

17/13/2016
DATE

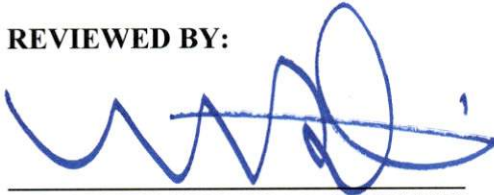
PROPOSED BY:



PROF. ALI AL TUWAIJRI
Dean, Library Affairs
KSAU-HS

Sept 29, 2016
DATE

REVIEWED BY:



DR. ABDULMALIK AL KATHERI
AVP, Development & Quality Management Affairs
Dean, Deanship of Development
KSAU-HS

27/11/16
DATE

APPROVED BY:



PROF. MOHAMED AL MOAMARY
Vice President
Development & Quality Management Affairs
KSAU-HS

28/11/16
EFFECTIVE DATE

