

General Rules for the use of Library

Policy Owner	University Council
Policy Author	University Council, Library Center
Version	V 2.0
Issuing Authority	University President
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Circulation	All Deans, All Faculty, All Students
Effective Date	15 th October 2023
History	The Policy reviewed and updated based on the decision of the UC to update all the policies issued prior to 2019.

General Rules for the use of Library

In order to maintain a welcoming environment for reading, learning and other Library activities, The YU Library Requires all Users s to comply with the following General Rules and Regulations:

- Good order and quiet shall be maintained in the Library.
- Eating, drinking and smoking are prohibited in the Library.
- Users should turn off or make silent all cell phones when entering the Library.
- Use of the computer work stations to disseminate offensive material is prohibited.
- Users may not attempt to change or modify hardware or software configurations or install software for personal use on the Library's workstations
- Users are responsible for the safety and security of their personal possessions. The Library will not be held responsible for the loss of any personal belongings of users.
- The marking and defacing of any publication is strictly forbidden.
- Do not re-shelve books or shelve them elsewhere. Leave all items on the tables or book carts.
- Library users must sign-in when arriving.
- Seats cannot be reserved in the Library Reading Hall.
- Student /Employee ID cards must be produced whenever requested by Library staff and should not be loaned to others.
- Library furniture, fittings or equipment must not be misused or their arrangement altered.
- Library users may be asked to present their bags for inspection by Library staff, as well as any books or folders they are carrying.
- Users must ensure that materials checked out to them are returned or renewed on or before the date due.
- Office supplies such as stationery will not be provided by the Library.
- Children are permitted in the Library. However, parents or guardians may not leave their children unattended.
- Photography is not permitted unless permission is given in writing.

- Change of address, phone number has to be reported to the Library staff immediately.
- Violations of the rules may result in loss of Library privileges or other appropriate actions.
- The Library management can modify the regulations as it may deem advisable.

NOTE:

- Written Library rules, policies & procedures are available at the Circulation Desk. Students and staff are encouraged to request copies of the policies and become familiar with them.
- For latest information about the Library, please check the Library notice board, Library bulletin or contact at the Library Information Desk.

Please note that Library staff has the right to ask users to leave the Library if they misbehave/disobey the Library Rules and Regulation or if they are inappropriately dressed or are causing a disturbance

Exceptions

The University Council reserves the right to decide on any situation/circumstance outside of the conditions stated in this policy.

Authorization

This policy was authorized by:



University President

Date: 15-10-2023