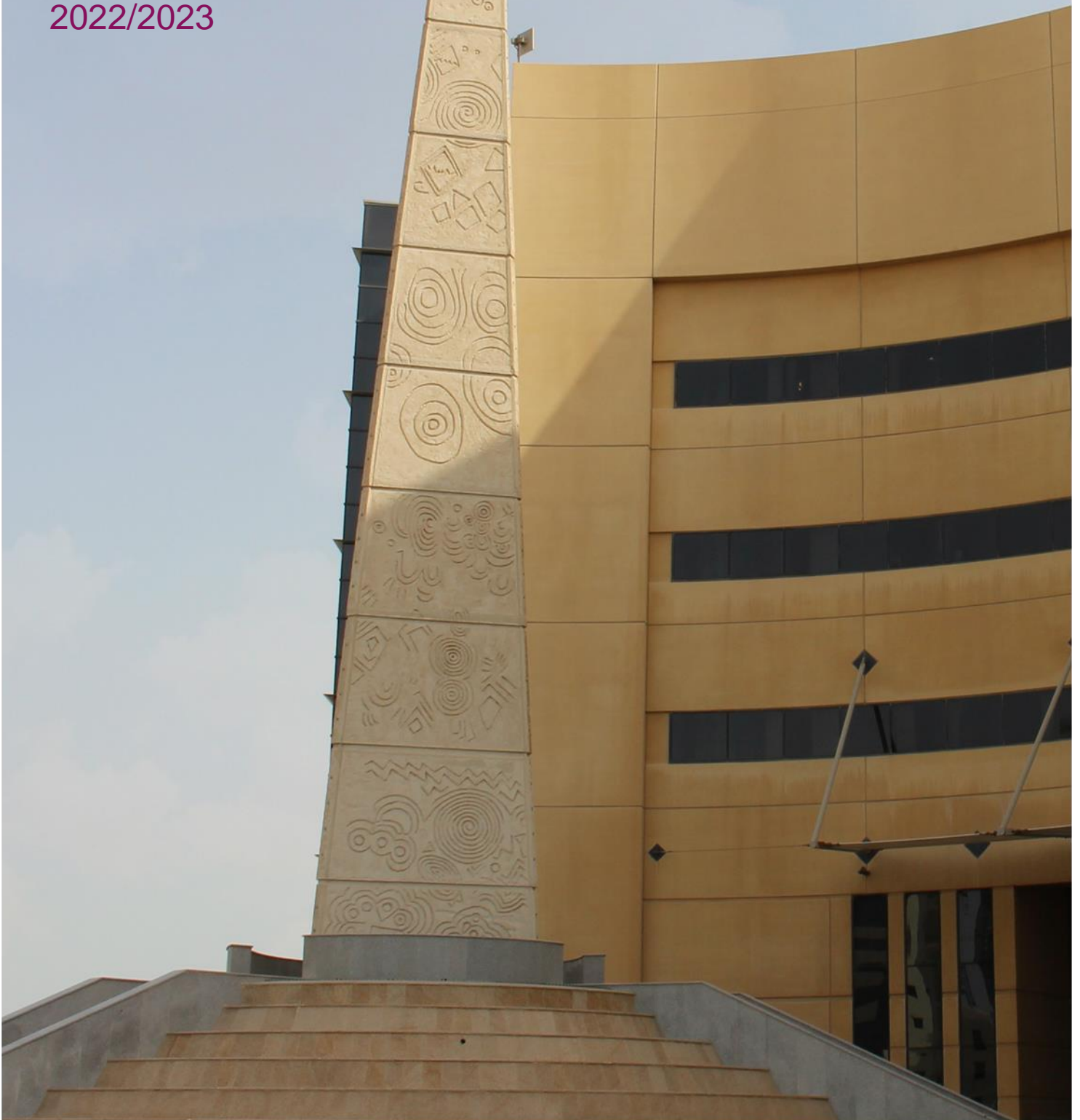


# LIBRARY POLICIES

2022/2023





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## LIBRARY POLICIES

- **Borrowing Privileges**
- **Borrowing Resources**
- **Code of conduct**
- **Copyright and Licensing Restrictions**

The library adheres to the below policies in support of its mission to provide information resources & services to enhance the university's teaching, learning and research.

### **Access to the Library Space:**

The library will be open from 7:30 am to 12 midnight during working days and 10 am to 12 midnight during weekends. All students prior to accessing the group study rooms must access the library room booking system to book a room. Students must book a day in advance and must receive confirmation. All users accessing the rooms must check in and out. Bookings will be cancelled if not occupied for 30 minutes from the booking start time.

### **Borrowing Privileges**

Library facilities and services are only available for RCSI Bahrain registered students, staffs and KHUH staff. All registered users must show ID card for borrowing or before availing any services.

### **Alumni access**

Graduates of the RCSI Bahrain may apply for approval to access library facilities and consult resources.

### **External membership**

We do not have any membership scheme for public or for health professionals on the island.

### **Borrowing Resources**

Multiple copies of recommended textbooks and other supportive resources in various forms are available for loan in the Services area. All users must produce their ID cards to borrow, return and renew items. Items will not be issued to users without ID cards. All items are catalogued and can be found on the LLRC catalogue. All items have spine labels which indicate the different loan period. All overdue items will be fined, and user will be informed of fines at the circulation desk. Students with overdue item will not be issued new items unless fines are cleared.

<b>Loan Type</b>	<b>Label colour</b>	<b>Loan information</b>
<b>Reference item</b>	Yellow label with black letters	Only for use within the LLRC not to be checked out
<b>Reference Only</b>	White Label with red letters	Only for use within the Service Area
<b>Standard Loan</b>	White label with black letters	Can be borrowed for longer period
<b>Course Reserve</b>	Yellow label with black letters	Only for use within the LLRC not to be checked out



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#### Loan allocations:

Group	Category of Book	Maximum no. of items	Maximum no. of days	Renewal
RCSI Bahrain Undergraduate Students	Standard loan	13	2 weeks	2
RCSI Bahrain Faculty & Staff	Standard loan	12	6 weeks	Conditional renewal
MSc Nursing	Standard Loan	6	50 Days	2

#### Code of Conduct

##### Code of Conduct when using the Library and Learning Resource Centre:

The Library and Learning Resource Centre strives to provide access to complete and well-maintained collections, online information resources and equipment. We seek to provide a safe and secure environment and facilities suitable for reading, studying and other scholarly activities.

Registered users are expected to respect the rights of others and the mission of the Library and Learning Resource Centre.

##### Individuals will:

- Present university identification upon request
- Bring and use only bottled water or tightly closed hot beverages within the LLRC space.
- Work quietly at all times respecting the rights of others to study.
- Do not leave personal belongings unattended for more than 30 minutes.
- Use online library resources in accordance with university E-Resources guidelines.
- Follow borrowing and room booking guidelines when using resources and facilities.
- Report immediately any damage of LLRC furniture or equipment to staff at information services desk.
- Respond to emergency or security gate alarms and other situations as instructed by staff; leave area 15 minutes before closing time and limit the use of library to authorized areas only.

##### Individuals will not:

- Exhibit any threatening or intimidating behaviour if approached by staff or LLRC student assistant requesting user to comply with regulations.
- Create disturbance with disruptive noises eg: loud talking, laughing or audible electronic devices.
- Obstruct use of resources or equipment through deliberate misplacement or unauthorized removal of item.
- Deface, damage or misuse library resources, furniture, equipment or upholstery.
- Have food in areas where prohibited.
- Leave personal belongings unattended.
- Occupy study space or carrels with personal belongings for long periods.

##### Sanctions for non-compliance:

User found in violation of this code of conduct may be asked to present university identification card to staff, security personnel or student assistants; may be asked to have bags searched; may be asked to leave the area temporarily; may be reported through incident report for disciplinary actions.

#### Copyright and Licensing Restrictions

Remember that you must not copy or print multiple copies of published materials (i.e. books, journals, websites etc.) beyond what is permitted. Users must conform with the University's contractual obligation and to the Bahraini Law on copyright.

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