

LIBRARY POLICIES

2024/2025





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LIBRARY POLICIES

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

The Library & Learning Resources Centre adheres to the policies below to support its mission to provide information resources & services to enhance the University's teaching, learning, and research. The library supports the University's strategic objectives by providing physical and digital services and resources to help students and researchers.

Access to the Library Space:

Your student ID card is your library ID card as well. A strict 'no ID – no service' policy is enforced. Have your physical student ID card and present it to library or security staff member when asked, and do not let anyone else use it.

The library is the University's primary study space and is a vital asset for all students throughout the year open from 7:30 am to 12 midnight during working days and 10 am to 12 midnight during weekends.

The library provides a range of study spaces, including group study rooms. Before accessing the group study rooms, all students must access the library room booking system to book a room. Bookings must be made a day in advance, with a booking confirmation received prior to use. Group study rooms are intended exclusively for collaborative study, and individual study is not permitted. All users accessing these rooms must check in and out. Bookings will automatically be cancelled if not checked in within 30 minutes of the start time.

The *Every Seat Counts* policy underscores the importance of maximizing available study space for all students within the library. To ensure equitable access, students are encouraged to occupy seats only when actively studying, and not to leave personal belongings unattended. Items left unattended for more than 30 minutes will be collected by library staff, and the space will be made available to others. This policy aims to prevent reserving or occupying spaces unnecessarily, allowing all students to make the best possible use of the library facilities.

Borrowing Privileges

The library's facilities and services are only available for RCSI Bahrain registered students, staff, Associate & Emeritus fellows, and KHUH & KHAMH staff. All registered users must show their ID card to borrow or before availing of 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 health professionals on the island. KHUH and KHAMH staff are provided with external memberships.

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



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not be issued to users without ID cards. All items are catalogued and found on the LLRC online catalogue (PRIMO). All items have spine labels that indicate the different loan periods. All overdue items will be fined, and the user will be notified. Students with overdue items will not be issued new items unless fines are cleared.

Loan Type	Label colour	Loan information
Reference item	Yellow label with black letters	Only for use within the LLRC, not to be checked out
Standard Loan	White label with black letters	Can be borrowed for two weeks & renewable
Course Reserve	Yellow label with black letters & prefix CR	Only for use within the LLRC, not to be checked out

Loan allocations:

Group	Category of Book	Maximum no. of items	Maximum no. of days	Renewal
RCSI Bahrain Undergraduate Students	Standard loan	13	Two weeks	2
RCSI Bahrain Faculty & Staff	Standard loan	12	Six 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 strives to provide access to complete and well-maintained collections, online information resources, and study spaces. We seek to provide a safe and secure environment and facilities 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 student ID upon request. Your student ID is used to distinguish you as a registered RCSI student entitled to use the facilities and services.
- 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. No noise is permitted within the silent study areas of the library. At their discretion, the library and security staff may ask you to be quiet or move elsewhere.
- Do not leave personal belongings unattended for more than 30 minutes.
- Use online library resources following university E-Resources access guidelines.
- Follow borrowing and room booking guidelines when using resources and facilities.
- Report any library furniture or equipment damage to the staff at the information services desk immediately.
- Respond to emergency or security gate alarms and other situations as instructed by staff; leave the area 15 minutes before closing time and limit library use to authorized areas only.

Individuals will not:



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

Sanctions for non-compliance:

The library can only function properly, and users feel secure in pursuing their studies without undue interruption if all library users behave according to the regulations.

The library and security staff may ask offending users to produce their student IDs. Their details will be recorded and forwarded to the Head of Library Services or nominee.

Generally, we will attempt to deal with less serious concerns on an informal basis. However, the disciplinary procedure may be invoked if these concerns cannot be resolved informally.

Copyright and Licensing Restrictions

Be mindful of copyright and other legislation regarding electronic resources and photocopying print resources.



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