

Library regulations

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Cross reference/related documents:	7.1.1 Document request service	

1.0 Rationale and principles which this policy seeks to uphold

- 1.1 The University will be recognized and supported as Dubai's premier resource for the reflective pursuit of scientific, academic, and professional knowledge, and an accessible focus for its effective transfer and liberal application.
- 1.2 The University will offer students a supportive learning environment and a programme of study conducive to student achievement of graduation requirements.
- 1.3 In support of the research mission and educational purposes of the University, the University's Library makes available to students and academic staff required information resources and services, within financial (and time) constraints.

2.0 Scope

- 2.1 Applies to all students and staff of the University, and other Registered Users as specified herein.

3.0 Definitions

- 3.1 The Head of the Department is has authority to enforce compliance with all Library and Learning Resources policy.
- 3.2 Matters related to the Library Services and Learning Resources Policy are the jurisdiction of the Learning, Teaching and Blended Learning Committee.
- 3.3 Registered users are the University staff and students.
- 3.4 External users are the Alumni, Adjunct staff, and Research Affiliates endorsed by the University.
- 3.5 The Head of the Department receives feedback on the Library services and refers this to the Learning, Teaching and Blended Learning Committee with analysis and recommendations.

4.0 Policy

Membership and access

- 4.1 Registered users are automatically added to the Library Management System.
- 4.2 The University ID card is also the University Library card; this must be presented when borrowing resources and if being asked by any Library staff.
- 4.3 Students receive their Library account details and a University account details to access electronic resources once they are fully registered.
- 4.4 External users must complete the visitor's registration form in order to make use of the Library facilities.
- 4.5 The University's Library and Learning resources are normally the sole use of Registered and External users. Special arrangements may at times be put in place to facilitate access by other users with the discretion of the head of the department.
- 4.6 The Library will publish opening hours approved by the University.
- 4.7 Electronic resources may be accessed by registered users on and off campus through the Library website using their University login details. Specific databases may require a special username and password.
- 4.8 Library accounts are accessible online to allow the user to renew, reserve, recall library items.
- 4.9 The Library makes use of users' University email account to circulate announcements or communicate with individuals. It is therefore assumed by the Library that all users will check their University email on a regular basis. The Library also posts announcements on its website, notice board, and Blackboard.

Reproduction and copyright

- 4.10 The University holds all users individually responsible and liable for compliance with international laws of Copyright and Intellectual Property.
- 4.11 Copyright is the ownership of the intellectual property in original works of authorship and is subject to copyright law. It does not have to be applied for or registered. Copyright applies to any literary or artistic works, publications recordings, films or computer programs and is held by the author, publisher, broadcaster or the employer if the work is done under employment.
- 4.12 Reproduction includes photocopy and circulation of electronic copies.
- 4.13 Reproduction may only be made of manuscripts acquired legitimately by the University or by the member of University staff, and the original work must be identified and cited in the reproduction.
- 4.14 Print material may be reproduced for educational purposes provided that:
 - 4.14.1 Permission has been obtained (in writing) from the copyright owner; OR
 - 4.14.2 A single copy is made by the Library for preservation purposes, or for exchange where the original has been lost or destroyed, and is no longer available for purchase OR
 - 4.14.3 An “insubstantial” portion of the entire work is reproduced for the purposes of criticism, discussion, or information
- 4.15 Downloading material from the Internet carries the risk of infringing international copyright laws. The University recognises that International copyright conventions are applicable to all types of creations, including, text, graphics and sounds by an author or an artist. This also applies to software, which must be licensed. Therefore, the University prohibits making, transmitting or storing an electronic copy of copyright material on the University's computing systems without the permission of the owner or acquiring the requisite license. All registered users of electronic resources must abide by the terms of the appropriate licenses.
- 4.16 Filming and photography of Library resources and events are permitted, but intent to do so must be notified in advance to the Head of Department.

Use of resources

- 4.17 Reading carrels and computer workstations are available on a first come first served basis. There is no reservation service.
- 4.18 Study rooms may be reserved up to 3 days in advance. Online reservation is available through the Library website.
- 4.19 Users must use their University login details to access computer workstations and printing/scanning facilities.

- 4.20 Users must leave the Library premises immediately in emergencies and are required to vacate the Library at designated closing times.
- 4.21 All registered users of the Library are offered an induction to the Library resources and services available and electronically on the website.

Borrowing

- 4.22 No book or other materials shall be taken out of the Library until the item is properly checked out on the Library management system.
- 4.23 Borrowers are responsible for all items issued to their Library account. Any damage found on or before borrowing should be reported immediately to the Library staff. This responsibility ends when the item is returned.
- 4.24 All borrowed items must be returned or renewed online no later than the due date to avoid incurring of library fines. Borrowers are notified through a system-generated email to their University email account. It is the responsibility of the borrower to renew their items on loan when they receive such notices.
- 4.25 Items on loan can be renewed online unless no other borrower has submitted a request. Users must return the item(s) on the expiry of their borrowing limit. After this limit, online renewal will be blocked and you are requested to return the book and borrow it again if you still need it. Users should then report immediately to the Library staff to avoid incurring of Library fines.
- 4.26 No library materials may be borrowed on behalf of another user without a written request by the user in whose name the item is to be borrowed.
- 4.27 Materials confined as reference or core texts are not to be borrowed from the Library except under permission of the Head of Department.
- 4.28 Students must return all materials and pay outstanding fines and charges before their account is cleared. Failure to do so will result in non-issue of degree certificates or other benefits due.
- 4.29 Borrowers are responsible for accepting recall requests. If a library item is on loan to another borrower, another user may place a recall on it. The borrower will be notified by email and must return the item by the new due date. Failure to return on time will incur library fines.
- 4.30 Books on shelves may be reserved online. Reserved items will be held for a limited period only and will be issued to the next borrower in queue.
- 4.31 Monographs and other learning resources not available in the Library may be requested online under terms of relevant document request service policy.

Conduct and behavior

- 4.32 Use of laptops and headphones are permitted in the library, provided they are not a disturbance to other users.
- 4.33 Noise must be kept to a minimum out of respect for all users. Group discussions should take place outside the Library.
- 4.34 Smoking, including electronic cigarettes, is not allowed in the Library.
- 4.35 The consumption of food and drink is not allowed in the Library. Users are responsible for compensation to the Library should they spoil information resources, furniture, or the premises.
- 4.36 The use of mobile phones is not permitted in the Library to avoid disturbance to other users. Phones must be switched off, made mute or used outside the Library.
- 4.37 Personal belongings should not be left unattended or left with Library staff. Library staff will not be liable for any losses. Unattended items may be removed by the head of department and deposited with 'lost and found'.
- 4.38 Misuse of Library facilities and inconsideration to staff or Library users is not tolerated. The marking, defacing or damaging of Library materials will be regarded as a serious offence. Offenders may be subject to action under relevant student disciplinary policy.
- 4.39 The Library reserves the right to inspect bags when its security alarm sounds.

Fines and fees

- 4.40 Borrowers who do not return or renew an item on loan on or by the due date will be fined until the item is returned or renewed. A record of the item(s) on which fines are due is available in the user's online Library account.
- 4.41 Fines are expected to be paid within a reasonable time period. Failure to pay the fines may result in suspension of borrowing facilities by the head of department.
- 4.42 Any lost or damaged books will be the responsibility of the user and incur a processing fee including replacement of the item.
- 4.43 Appeals on Library fines may be made by email to the Library Desk. Fines may be reduced on the discretion of the head of department.