

Faculty of Commerce Library

Rules and instructions of the faculty's library

We hope that all students and researchers cooperate to make the library a calm and comfortable place to ensure good performance and use.

The following rules clarify all the unauthorized actions within the library:

- 1- Official working hours in the library from 8 am to 8 pm
- 2- All attendees must maintain the library's cleanliness.
- 3- Whoever is in the library must stay calm and make no noise
- 4- Library visitors can check the presence of any specific book or study reference (either by the author's name or the title of the reference and the field of specialization) through the librarian who guides him in the event that the reference is located on his shelves.
- 5- It is strictly forbidden to enter the library hall with any books, papers, or bags. All of which are left at the entrance to the library
- 6- The library administration is not responsible for the loss of any items left at the library entrance.
- 7- It is strictly forbidden to use the mobile phone inside the library hall and it must be switched off to not disturb its visitors
- 8- It is strictly forbidden to drink or eat inside the library hall.

9- It is strictly forbidden to smoke, use matches, or lighters inside the library hall.

10- It is not allowed to use photocopiers, recording equipment, film equipment, transistors (with or without headphones), or video cameras.

11- It is not allowed to reserve a seat by leaving books, papers, or personal belongings, and in case anything is left for this purpose, it will be taken 15 minutes after the student leaves to provide others with a place.

Rules and Regulations for borrowing

1- The student is only able to borrow one book at a time, and the library determines the borrowing period for its holdings according to the library capabilities and conditions.

2- External borrowing takes place three days per week (Saturday / Monday / Wednesday).

3- The library must first create a student ID for whoever want to borrow books which this requires a photo of the student + the university ID.

4. In case the books are lost, damaged, or not returned, the borrower is obligated to provide an original copy of the book or pay three times the value

of the book or pay its current market value, whichever is greater, plus 10% of the total value as administrative expenses.