

KINGDOM OF SAUDI ARABIA
Ministry of Higher Education
NAJRAN UNIVERSITY



Loan Code and Guide of Prince Mishal bin Abdullah Central Library

Introduction:

The Deanship of Library Affairs (DLA) is pleased to offer this guide to the beneficiaries and users of Prince Mish'al bin Abdullah Library (Central Library) for the purpose of introducing the systems and databases at the Library. This aims at providing its users with a comprehensive overview of the basics of the information services offered to all of its users.

Loan Service is one of the most important services, provided by libraries. Through the external borrowing, the Library aims at improving the loan service and extending it to its users. The Library also facilitates the process of providing users with books outside the library building for reasons related to the shortage of time to read books inside the building or due to the desire to extend the loan period after the Library closes in the end of the day.

The Loan Department is the department in charge of lending beneficiaries books outside the library (in terms of the manner, quality and quantity) according to the restrictions and measures set by the Library. However, Loan is categorized into three main types: *internal, external and inter-library loan*).

The Loan Department takes on the following tasks:

1. Lending information packages to beneficiaries and users in the manner, quality and quantity set by the Library regulations.
2. Maximizing the utility and benefit from the Library and its services.
3. Facilitating the borrowing procedures.
4. Receiving the borrowed items on time.
5. Preserving the loan records electronically.
6. Cooperation with the counterpart departments at the local universities to organize the loan process among libraries.

Following are the Categories allowed to borrow:

External loan is confined to the following categories:

1. University Faculty members, lecturers and teaching assistants
2. University post-graduate students
3. Undergraduate students, diploma and affiliated students
4. University employees
5. Community individuals

NB: All without exception have the right to internally borrow, and read any information available at the Library.

The Conditions of getting the Loan card:

1. For the University employees, they have to fill out the membership form along with showing the University card.
2. For beneficiaries and user from outside the University, they have to fill out the membership form along with showing the personal identity card. They also have to pay a financial insurance, set by the DLA and is returned as the books on loan are returned.
3. The membership card is renewed at the outset of each academic year or as the contract is renewed or when it expires.
4. In case the loan card is lost, the loan officer must be notified to take the appropriate measure, and then to give out another card within one week of the date of reporting the loss incident.

The materials that are NOT allowed for external loan

1. Arabic and foreign references (e.g. dictionaries, lexicons, atlases, maps, encyclopedias).
2. Arabic and foreign periodicals.
3. Researches, theses and dissertations even if the author gives his/her approval.
4. Special collections
5. The books that are in poor condition.
6. The books that are on –loan or those stamped with ‘NOT to be lent’.

The External Loan Restrictions

The following table shows the beneficiaries, their respective loan periods, and the number of books they are allowed to borrow:

Serial No.	Beneficiary	No. of books allowed	Loan period	Remarks
1	Teaching Staff (Faculty members)	10	3 months	
2	Post-graduate students	8	1 month (renewable)	
3	Undergraduate students	3	15 days (renewable)	
4	University employees	3	15 days (renewable)	
5	Individuals from the society	3	15 days (renewable)	A financial insurance must be paid

On-Loan Books (Those placed a hold on)

Such books are placed a hold on upon a recommendation by the faculty member, lecturer or the director of the beneficiaries' services unit, and they are placed in the division of the on-loan books to be lent internally.

The external loan for the books on loan or those stamped with the phrase 'A Copy Not to be Lent'

Upon a permit by the Dean of the Library Affairs or his deputy, those books may be lent externally when the Library closes in the end of the day, provided that such books should be returned in the early morning of the following official working day. They also may be lent in the end of the day before the weekend, provided that they are returned before 9 o'clock a.m of the first working day after the weekend.

In case of any delay, the penalty is enforced by the DLA.

General materials

1. The Library may ask the return of any book before the end of the loan period and without giving the reason for that.
2. The beneficiary is allowed to borrow and return books on his own via the self-loan apparatus.
3. No books are allowed to be lent by the use of someone else's loan card, necessitating the presence of the card's original holder in person.
4. The books on loan may be renewed after they are returned for no more than two consecutive loan periods provided that those books are not placed a hold on (not requested by some other users).
5. The loan of any book is not allowed to be transferred to another person except after the return of the book. Nor is this allowed when requesting a clearance (quittance) from the Library.
6. Any beneficiary has the right to place a hold on a lent book in case there is no other copy of the same book on the shelf by recording the book details and information at the loan employee.
7. The Library may send delay notifications to remind the user. Not receiving such notifications is no excuse for the user, and he/she must shoulder the full responsibility resulting from his delay.
8. The borrower shall notify the Library in case he has changed his address or his contact information.
9. The borrower shall return the books in the same condition he has borrowed the book.
10. The book is considered worn out or damaged if it has carried any scratch, scribble or if any page has been torn.
11. The department shall have the right to ban from borrowing any beneficiary who violates and does not comply with the rules and regulation, after the approval of the dean of library affairs.

Fines and Penalties:

1. The penalty for stealing the materials from the Library is terminating all the Library privileges until the end of the semester, and this case shall be forwarded to the discipline committee to take the appropriate action.
2. Vandalizing or damaging the Library facilities and possessions is an offence that may result in the termination of the Library privileges until the end of the semester, and this case shall be forwarded to the discipline committee to take the appropriate action.
3. The borrower shall be obliged to compensate for any loss or damage he has caused by the following:
 1. Buying a new copy of the same or newer edition of the book borrowed.
 2. Paying the price of the book if it is not available, taking into account its rarity and availability on the market.
 3. Administrative charges of 20% of the current value shall be added to the binding charges in case the book is lost or worn-out.
 4. A charge of SAR 1 is imposed when the borrower fails to return the book when due within the specified loan period. The borrower has to ensure that the delay charge does not exceed SAR 100 because this would result in preventing the borrower from borrowing. Failure to pay the delay charges shall result in temporarily terminating the borrowing privileges and not granting a clearance until the borrower pays the charges.
 5. If the delay period has exceeded one year, the book is considered lost, obliging the borrower to get a new copy of the borrowed book. In addition, the rules and penalties shall be enforced and imposed on him.

Interlibrary Loan

This refers to the cooperation between the Library and other counterpart libraries to provide borrowers with certain books according to the rules and regulations.

Restrictions on Interlibrary Loan

1. Interlibrary loan is provided upon letters in writing between the deans of library affairs.
2. Each library selects the books it wants to borrow, and record them on a list.
3. The loan period is 1 month, and might be extended for one month once only.
4. The Library may ban certain books of special editions from being lent.
5. No more than 10 books are lent to another library at one time.
6. In case lent books are lost or damaged, the borrowed library shall face the fines and penalties listed in the external loan guide.

Clearance (quittance)

1. The beneficiary shall receive a clearance from the Library (in case he has graduated, withdrawn his file, left the University by transfer or retirement or contract termination) having checked there is no overdue books or payments.
2. The loan employee shall be fully in charge of the clearance procedures, and it is he who would shoulder the responsibility for any mistake.
3. An electronic clearance is sent to faculty members and the University employees via the electronic system.

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