

Library Rules and Regulation

Conduct within the Library:

- 1- Using of the mobile phones inside the Library is strictly prohibited. Mobile phones must be switched off or kept on silent mode.
- 2- Noise, disturbance or inappropriate behavior is prohibited.
- 3- No food or drinks, is permitted in the Library.
- 4- Library furniture, fitting, or equipment must not be misused or the arrangement altered.
- 5- Do not misplace or dislocate library material.
- 6- Users are requested to leave the reference books on the table at the end of research session.
- 7- Library users should not attempt to reserve study places by leaving personal belongs at desk when they have to leave the library.
- 8- The Library will not accept responsibility of loss or misplacement of personal belongings.
- 9- The librarian is empowered to with hold library facilities for any infringement of these rules.
- 10- The Librarian may amend the library rules and regulation as when necessary.

Loan facilities and terms of borrowings:

- 1- Levy member can join for free by filling the levy member form.
- 2- Visitors can also join by paying a fee of BD 50.000 at information desk and fill the membership form.
- 3- Members can borrow 2 books for 2 weeks with the ability of renewal for 2 more weeks.
- 4- If members would like to extend the borrowing period, they can renew the book either in person, by phone, or by email.
- 5- You may renew material provided that no other person has made a request for the same item.
- 6- Do not cut or tear or fold the pages of library books.
- 7- If the book found damage or lost the member have to buy a new copy of it, or to pay the full fees of the book.
- 8- Fine will charged of 0.200 per day if the book has passed its due date.
- 9- If members would like to borrow books that are out on loan by another user, they can contact the librarian to place a reservation on the book. As soon as the book becomes available for borrowing the member will be contacted by the librarian.
- 10- No books, or library materials, may brought out of the library until the loan has been recorded. Unauthorized removal of library material, will force us to take a serious action, and he/she will be prohibited from all the library facilities.
- 11- Library Materials borrowed must be returned on/before the due date.
- 12- All borrowers must settle any overdue loans before they are permitted to borrow again.

Computers:

- Each user is eligible to book a maximum of 2 sessions per day. Each session is one hour.

Library Rules and Regulation

Discussion Room Terms and Conditions:

- Users are required to book the room before use.
- Discussion room can be used only by BIBF Staff and students.
- Each booking period is for a maximum of 2 hours at a time
- Meeting rooms may not be used for private social gatherings or parties.
- No admission fees charged to book.
- Students must check in by placing his/her ID card.
- Users must not move any furniture from or into the room.
- Users should not conduct their discussion activities in the room in a manner that disturbs other users of the library.
- Users must clear the rooms at the end of the loan period, and must leave the rooms clean and tidy.
- A user may not leave any personal belongings in the room. The library is not responsible for the loss of such items.
- Any damage to furniture must be reported immediately to the librarian.
- The room must be vacated half an hour before library closing time.
- Suspension for misuse of the room.
- The Librarian reserves the rights to decline any booking as when necessary.
- Any Room booking exceptions need approval from the Head of Operations and IT Department.

Confirming Your Reservation:

- You may submit your request via mail, in person, to the Registration Department.
- Confirmations of booking will be sent to users via e-mail.
- Cancellation of booking must be made at least one hour before the original booking starts. Confirmation of cancellation will be sent to the user and the room will be released for new booking.

Librarian: Huda Al Sayed

Contact: 17815534

Email: library@bibf.com