# Self-Service

# Guide

## Borrowing books:

It is considered one of the most important services that support the educational process and seeks to raise the awareness and culture of the beneficiaries, as it allows the use of information sources outside the library.

## Circulation policy:

| Observations | The loan period | Number of books allowed to be borrowed | The beneficiary category |
|---|---|---|---|
| It is required to bring the university card | 15 days | 3 books | Bachelor's students |
| | 30 days | 6 books | Postgraduate students |
| | 120 days | 8 books | Teaching staff |
| | 30 days | 3 books | University staff |
| Payment is required | 30 days | 3 books | Individuals from outside the university |

## Renewal:

The loan period may be extended only twice for all the beneficiaries.

Items that are not allowed to be lent outside the university are:

references such as (knowledge books, dictionaries, guides, etc.)

Periodicals, Master's and PhD theses, government publications and maps, manuscripts, documents and archives, rare books, reserved books, books that are sealed with a non-loaned seal or single-copy books - except in certain cases - Paperless multimedia (audio, visual, and magnetic discs and movie thumbnails).

### Fees for delaying, destroying, or losing books:

1. The penalty for delaying the return of books is (half a riyal only) for each book for each day of delay.

2. In the event of losing the book, the library must be compensated by paying the purchase value of the book three times, in order to ensure every one's right to borrow and continue benefiting from books.

### Disclaimer:

Faculty members and those of similar rank, university staff and students are required to return all borrowed books and materials and pay fines if there is any before they leave the university.

Main program interface:
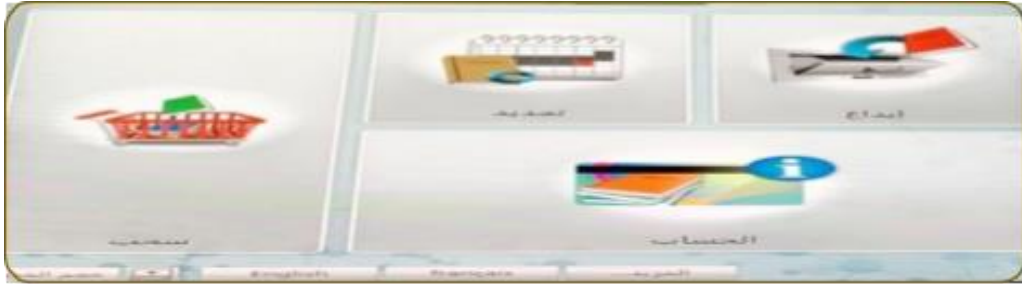


Account : This service aims to introduce the beneficiary to what he has of borrowings and financial claims.

Withdrawal: This service aims to borrow one or more books

Renewal: This service aims to renew all or some of the borrowed books

Deposit: This service aims to return and deliver the beneficiary's books

## First: Steps to log in to the account:



**4- The account summary appears here: (the amount of fines, the number of books reserved, the number of books borrowed.)**



**3- Enter the PIN**



**2- Read the university card barcode or register (university number ID)**



**1- Choose the account icon.**

Second: borrowing steps (withdrawal):

2- - Read the university card barcode or register (university number ID)

1- Select a pull icon.

4- place the book barcode below the red scan line so that the book registered to

3- Enter PIN (obtained by the librarians)

5- Do you want to receive a receipt?

## Third: Steps for renewing books:

2- Read the university card barcode or register (university number ID)

1- Select a renewal icon

4- Select the book that needs renewal or select all of the books.

3- place the book barcode below the red scan

5- Do you want to receive a

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Fourth: Steps to return (deposit):

3- Book deposited.

إيداع
المواد 1
سياناتيدنا خفر الوجهة ✓

2- Place the book barcode below the red scan

1- Select the deposit icon.

4- Do you want to receive a receipt?

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