Policies of the Deanship of Library Affairs at Taif University

- Maintenance and non-tampering with public property.
- Remain calm and respond to the guidance of library staff and security teams.
- -Phone must be silent.
- Food and beverages are not included in the library.

- keep the space clean and tidy and return the seats to their places.
- comply with the rules, regulations and policies of the Library.
- prevent mobile camera shooting.
- use computers and Internet service in what they are assigned to, and may not be used otherwise.

- Librarian must take care of their own property. The library is not liable for any damage.
- the services provided by the Library are performed under the University Card, so you use the Card of others as a violation of your penalty.

First: The Library Access Policy

- Personal mobile devices are allowed for study purposes only.
- only books for lending or photography are prohibited from moving library items from place to place.
- prevents comments and margins from being written on the office material and prevents any part from being removed or destroyed.

Policies of the Deanship of Library Affairs at Taif University

Notes	Secondment duration	Number of books allowed to borrow	Beneficiary category
University card required	days 15	books 3	Bachelor's students
	days 30	books 6	Graduate students
	days 120	books 8	Faculty members
	days 30	books 3	University staff
A cash guarantee is required	days 30	books 3	Individuals outside the university

The Secondment period may only be extended twice for all beneficiary groups



The items on secondment must be returned during the period of the permitted secondment and when there is a delay, there will be a fine: (Half Riyal) per book for each day of the delay, but if the book is lost, the library will have to be compensated by paying triple the price of the .book

Faculty staff, other staff, and students are required to return all borrowed books and the materials and pay the fines if proven Before they are disclaimed from the university

Policies of the Deanship of Library Affairs at Taif University

Photocopying

- All materials bearing the seal of Taif
- University are allowed to be photocopy.
 The Photocopying service is provided to all library and material beneficiaries except:
 (Documents, publications, special papers, lectures and notes, manuscripts) and not more than 25% of book pages.
 Photocopying fees are paid in advance
- and in advance (8 pages for only 1 riyal).

:Third Photocopying Policy

- The Library Department provides photocopying and storage service for the material in more than one format.
- This service is provided to all beneficiaries free of charge, only if the photocopy percentage does not exceed 25% of the book pages.
- Fill out the form called (Photocopy) and hand it over to the appropriate employee.

Photocopying