

# 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.

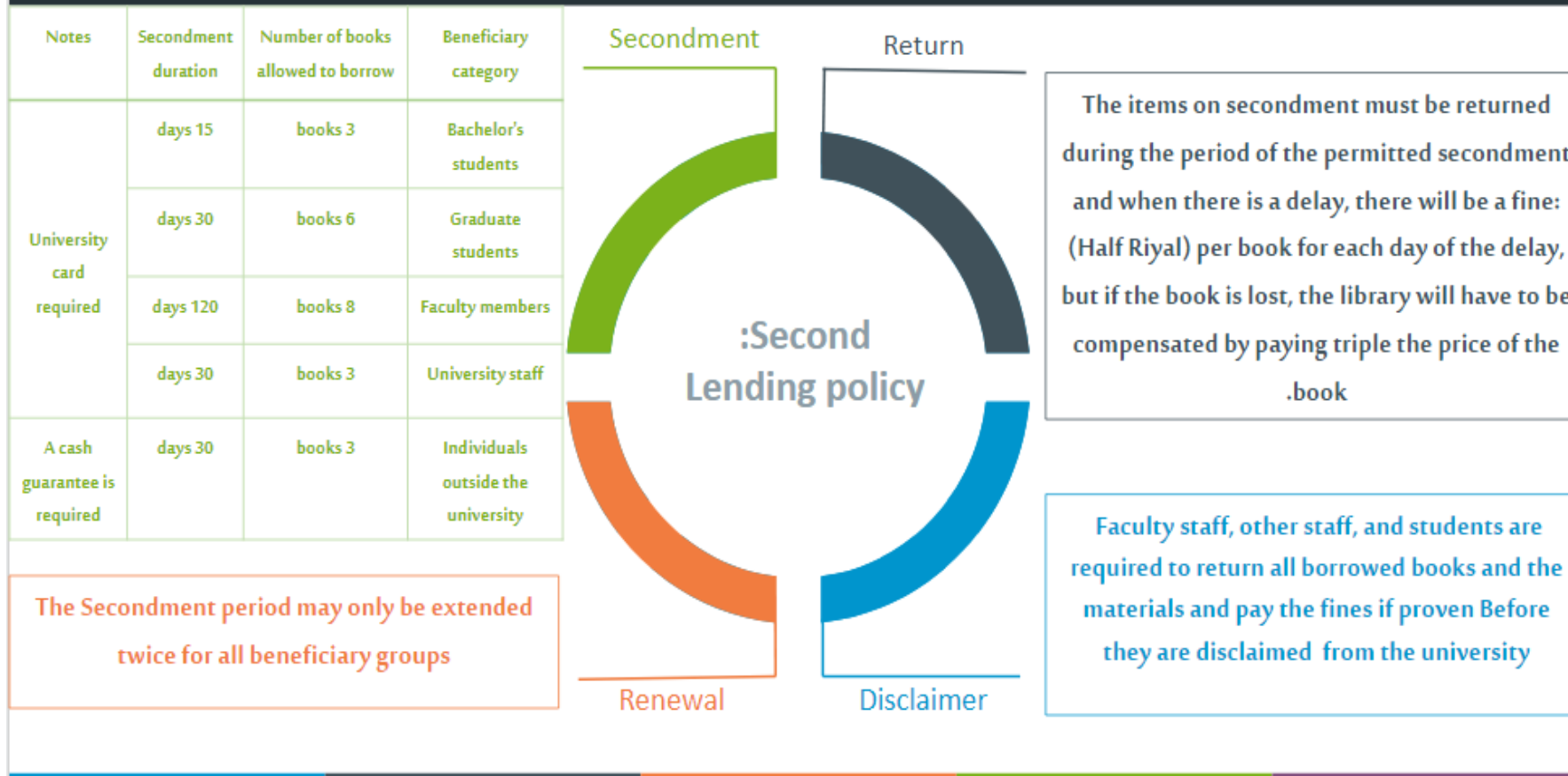
- keep the space clean and tidy and return the seats to their places.
- comply with the rules, regulations and policies of the Library.
- prevent mobile camera shooting.
- use computers and Internet service in what they are assigned to, and may not be used otherwise.

## First: The Library Access Policy

- 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.

- 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.

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<b>Paper Photocopying</b>	<ul style="list-style-type: none"><li>• All materials bearing the seal of Taif University are allowed to be photocopy.</li><li>• 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.</li><li>• Photocopying fees are paid in advance and in advance (8 pages for only 1 riyal).</li></ul>	
		<p data-bbox="1116 725 1345 925"><b>:Third Photocopying Policy</b></p> <ul style="list-style-type: none"><li>• The Library Department provides photocopying and storage service for the material in more than one format.</li><li>• This service is provided to all beneficiaries free of charge, only if the photocopy percentage does not exceed 25% of the book pages.</li><li>• Fill out the form called (Photocopy) and hand it over to the appropriate employee.</li></ul>

**Electronic  
Photocopying**