



**Prince Sultan Military College of Health Sciences  
Vice Deanship of Postgraduate Studies & Research  
Library Affairs Unit**

## **Behavioral Rules within the Library**

- 1. The library is available for the purpose of study and research to current members of the college as well as individual researchers from outside according to the Library Affairs Unit policies.**
- 2. All users should have a current library card or college ID card and show it on request to the library staff. Library users are responsible for their library or college ID card and should not allow others to use it. Users who are found to have allowed entry to unauthorized people will be subject to disciplinary procedures.**
- 3. Noise, disturbance or inappropriate behavior is prohibited, including abusive or threatening behavior to Library staff and other Library users. As space is at a premium, users should not bring a lot of bags or personal belongings as these can make it difficult for other users to access study spaces.**
- 4. Smoking is not permitted in the library building or outside it near external doorways.**
- 5. A mobile phone can be used in the library building as long as it doesn't disturb others. Soft drinks and hot drinks may be consumed in the library as long as they are in non-spill containers with the consideration of leaving the place clean.**
- 6. All library staff and users should be treated with respect.**
- 7. No material other than official notices from the library or the college may be distributed or posted within the Library, without the permission of the Senior Librarian.**
- 8. Library furniture, fittings or equipment should not be misused or transferred. Users who are found to do so will be subject to disciplinary procedures.**
- 9. Library users shouldn't attempt to reserve study spaces by leaving personal properties at desks when they have left the building. It may be cleared to allow others to use study places.**
- 10. The library are not responsible for any unattended properties.**
- 11. Library users may be asked to present their bag for inspection by Library staff, as well as any books or folders they are carrying.**
- 12. Any damage or defacement of Library materials is strictly prohibited and users found damaging it will be subject to disciplinary procedures.**
- 13. Taking photos of the library is not permitted unless permission is sought for – via Security staff.**
- 14. Library Hours should be adhered.**