



Kingdom of Saudi Arabia  
Ministry of Defense  
Ministry Agency for Excellence Services  
General Administration of Health Services  
Prince Sultan Military College of Health Sciences

**COLLEGE POLICIES & PROCEDURES**  
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Policy Title: GENERAL LIBRARY RULES		Policy No: MC-PG-LA-05	
Supersedes: 8741-005	Effective Date: 03-August-2023	Version: 3	Page 1 of 10

1. **POLICY STATEMENT**

- 1.1. In order to maintain the Library's peaceful atmosphere, facilitate Library usage, preserve easy access to Library materials, and protect Library property, we ask that you observe the **General Library's Rules**.

2. **PURPOSE**

- 2.1. The Library has established rules of conduct to protect the rights and safety of Library patron's, e.g. student, faculties and staff, and to preserve and protect the Library's materials, equipment, facilities, and grounds. Patrons must comply with these rules of conduct in all respects.

3. **APPLICABILITY:**

- 3.1. All PSMCHS staff  
3.2. All PSMCHS students  
3.3. King Fahad Military Medical Complex Members (KFMMC)

4. **RESPONSIBILITY OF:**

- 4.1. Library staff

5. **DEFINITION OF TERMS:**

- 5.1. **Conduct:** The manner in which a person behaves, especially in a particular place or situation.
- 5.2. **Peaceful:** quiet and free from disturbance.
- 5.3. **Distinct Characteristics:** 1) clearly and noticeably different; or 2) strong and definite
- 5.4. **Disciplinary Procedures:** a process for dealing with perceived library user misconduct.
- 5.5. **User:** Any individual authorized by the PSMCHS library to use its services and facilities.



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- 5.6. **Course Reserve:** A library service by which faculty members may set aside specific library materials, or may provide their own copies of resources, for use by the students of a specific course for a limited period of time.
- 5.7. **Book Hold:** The act of a library user requesting that a material currently checked out to another borrower be set aside for the user upon its return.

6. **POLICY:**

- 6.1. PSMCHS Library facilities, collections, and services support teaching and learning; and reflect distinct characteristics and resources of the College. In order to sustain a welcoming, supportive, and safe environment, library staff expects all users to follow the policies and rules established by the College.

7. **PROCEDURES**

7.1. **Location**

The Prince Sultan Military College of Health Sciences Library is located on the Ground Floor of the College Building 81 in Room G-037.

7.2. **Library Hours**

7.2.1. Sunday – Thursday

Day	Target Group	
Sunday & Tuesday	Male	
Monday & Wednesday	Female	
Thursday	Female 7:30 am – 12:00 pm	Male 12:30 pm – 4:00 pm
<b>Friday – Saturday &amp; Holidays Closed</b>		

\* The library working hours are extend based on the request of students and approval the Vice Deanship of Postgraduate Studies & Scientific Research & College Dean.



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**7.3. Behavioral Rules within the Library:**

- 7.3.1. 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.
- 7.3.2. 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.
- 7.3.3. Noise, disruption, or improper behavior, including abusive or threatening behavior toward Library personnel and other Library patrons, is forbidden. Users should refrain from bringing several bags or other personal items because there is a limited amount of space, which can make it difficult for other users to use study spaces.
- 7.3.4. Smoking is not permitted in the library building or outside it near external doorways.
- 7.3.5. Mobile phones are permitted in the library building as long as they do not disrupt others. During your visit to the library, keep your phone on silent or vibrate mode.
- 7.3.6. Food and drinks are strictly prohibited within the library.
- 7.3.7. All library staff and users should be treated with respect.
- 7.3.8. 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 Library Affairs Unit Head.
- 7.3.9. Library furniture, fittings or equipment should not be misused or transferred. Users who are found to do so will be subject to disciplinary procedures.



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- 7.3.10. 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.
- 7.3.11. The library are not responsible for any unattended properties.
- 7.3.12. Library users may be asked to present their bag for inspection by Library staff, as well as any books or folders they are carrying.
- 7.3.13. Any damage or defacement of Library materials is strictly prohibited and users found damaging it will be subject to disciplinary procedures.
- 7.3.14. Taking photos of the library is not permitted unless permission is sought for – via Security staff
- 7.3.15. Library Hours should be adhered.

#### 7.4. Circulation

- 7.4.1. The Library stock is divided into three categories, reference, reserves, and lending. Reference and reserve materials may not be borrowed.

- 7.4.2. The loan period is as follows:

Category	Number of Books	Loan Period
Students	4 Books	2 Weeks (14 Days)
Faculties, Other Teaching Staff	10 Books	One Semester (120 Days)
College Staff, KFMMC Hospital Staff	4 Books	2 Weeks (14 Days)

**Renewals:** A maximum of 2 renewals are allowed if the title(s) are not on hold/reserved by other users.



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- 7.4.3. Loaned materials may be recalled if another reader requires them. Loans may be renewed for further period subject to immediate recall if required by another reader.
- 7.4.4. Readers who fail to return Library materials promptly when requested to do so may be referred to as Vice Deanship of Postgraduate Studies & Scientific Research /or Vice Deanship of Academic Affairs. Their borrowing privileges may be withdrawn and appropriate action will be taken by imposing fines or other penalties.
- 7.4.5. Overdue fines are placed on materials that go over the set loan period. The overdue charge is SAR 1.00/day, per item, to a maximum of 100.00 per item. If the material is still not returned after 10 days, the patron will be barred until the item is returned and the fine paid.
- 7.4.6. If an item has been recalled (another patron requested it while it was checked out), you will receive notification of your changed due date. Failure to return your item by the new due date results in a SAR 2.00/day per item recalled fine. All patrons including Faculty and Staff are required to pay these recall fines.
- 7.4.7. A penalty will be imposed that is the withdrawal of borrowing privileges after long overdue books and no response received for notifications sent by the library.

**7.5. Lost and Damaged Library Materials**

Any book or library item that has been damaged or lost by a borrower, the rules are as follows:

- 7.5.1. For negligible writing just one or two places for small marking, scratches, etc. on the preliminary pages or the textual pages without any loss to textual matter, the reader will be excused after warning.



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- 7.5.2.** If a book is lost or damaged, the borrower must replace it with an alternative copy of the same edition or a later edition. If a copy can not be obtained, the value of the book and the processing thereof shall be paid through e-payment at the discretion of the relevant authority within the library Affairs Unit and The payment information should include in the monthly report of payments and sent to the Revenue Development Directorate.

**7.6. Library Collection**

The Military College Library collection includes the following:

- 7.6.1.** Books
- 7.6.2.** Periodicals
- 7.6.3.** Reference Books
- 7.6.4.** E-resources (Saudi Digital Library)
- 7.6.5.** Reserve Books
- 7.6.6.** Audiocassettes
- 7.6.7.** Slides / CD-ROMs
- 7.6.8.** Graduation Project

**7.7. Library Services**

The Library renders the following services:

- 7.7.1.** References & Bibliographical Service
- 7.7.2.** Circulation Service
- 7.7.3.** Current Awareness Service
- 7.7.4.** Inter- Library Loan Service
- 7.7.5.** Copying, Printing Service
- 7.7.6.** Library Orientation Service



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**7.8. Book Hold**

- 7.8.1.** If the book you intend to borrow has already been checked out, you can make hold thru Koha OPAC after login to your account. As soon as the book you have hold is returned, you will be notified automatically through email sent by the Koha library management system. The book will be held for you for a minimum of three (3) days.

**7.9. Course Reserves**

- 7.9.1.** It allows faculty members to reserve specific copies of textbooks for a period of time it extends for a full semester and copies are available for student use inside the library and are not allowed loaned outside the library.
- 7.9.2.** Faculty members/Instructors required to fill out the (PG-039 Course Reserve Form) and send to the Head of the library affairs unit by email or in person before 2 weeks.
- 7.9.3.** Upon approval request will be forwarded to library staff to process.
- 7.9.4.** Library staff will transfer the book from stack to reserved book section and create a record in Koha under reserve books for each title requested.
- 7.9.5.** After completion of procedures, the library staff will inform faculty member(s) through email.
- 7.9.6.** These books are available for use by students only inside the library; borrowing or taking them outside is absolutely prohibited. If a student wishes to use reserved materials, he or she must present the library staff with his or her college ID card, which will be held in reserve until the item is returned.





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## 7.10. Classification Scheme

**7.10.1.** The Dewey Decimal System of Classification is used in coding the library materials. Through this system of classification, books are properly arranged on the shelves. The ten main classes are as follows with subdivided the Technology for Medical Subjects:

- 7.10.1.1.** 000-099 Generalities
- 7.10.1.2.** 100-199 Philosophy
- 7.10.1.3.** 200-299 Religion
- 7.10.1.4.** 300-399 Social Science
- 7.10.1.5.** 400-499 Language
- 7.10.1.6.** 500-599 Pure Science
- 7.10.1.7.** 600-699 Technology
  - 7.10.1.7.1.** 610.3 Medical encyclopedias
  - 7.10.1.7.2.** 610.6 Medical organizations & professions
  - 7.10.1.7.3.** 610.72 Medical research
  - 7.10.1.7.4.** 610.9 Geography and history of medicine
  - 7.10.1.7.5.** 611 Human anatomy, cytology, histology
  - 7.10.1.7.6.** 611.2 Respiratory (lung, respiratory system)
  - 7.10.1.7.7.** 611.3 Gastrointestinal (dental anatomy)
  - 7.10.1.7.8.** 611.6 Genitourinary (genital system)
  - 7.10.1.7.9.** 611.7 Musculoskeletal (seed coat)
  - 7.10.1.7.10.** 611.8 Anatomy of the sense organs and nervous system
  - 7.10.1.7.11.** 611.82 Anatomy of the brain
  - 7.10.1.7.12.** 611.9 Topographic anatomy (back)
  - 7.10.1.7.13.** 612 Human physiology
  - 7.10.1.7.14.** 613 Personal health & safety
  - 7.10.1.7.15.** 613.023 Professions hygiene and health
  - 7.10.1.7.16.** 613.1 Role of the natural environment
  - 7.10.1.7.17.** 613.2 Diet (food hygiene, nutrition, diet, the nutritional value of food and beverages)





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- 7.10.1.7.18. 613.4 Cleanliness Care (hygiene and personal cleanliness, personal care)
- 7.10.1.7.19. 613.5 Role of the unnatural environment (housing, housing, temperature)
- 7.10.1.7.20. 613.6
- 7.10.1.7.21. 613.62 Hygiene in the business (industrial hygiene)
- 7.10.1.7.22. 613.66 Self Defense
- 7.10.1.7.23. 613.7 Condition physique (bodybuilding, fitness, forme physique)
- 7.10.1.7.24. 613.7046 Hatha yoga, yoga physique
- 7.10.1.7.25. 613.71 Exercising, sports (aerobics, sauna, appearance surveillance, and physical form)
- 7.10.1.7.26. 613.79 Relaxation, sleep
- 7.10.1.7.27. 614 Forensic medicine; the incidence of injuries, wounds, disease; public preventive medicine
- 7.10.1.7.28. 615 Pharmacology and therapeutics
- 7.10.1.7.29. 616 Diseases
- 7.10.1.7.30. 617 Surgery, regional medicine, dentistry, ophthalmology, otology, audiology
- 7.10.1.7.31. 618 Gynecology, obstetrics, pediatrics, geriatrics
- 7.10.1.8. 700-799 Arts
- 7.10.1.9. 800-899 Literature
- 7.10.1.10. 900-999 General Geography & History



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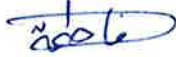
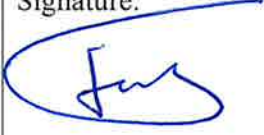

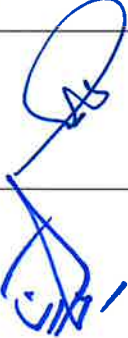

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**8. REFERENCES:**

- 8.1.** Introduction to the *Dewey Decimal Classification* (23rd edition).

**9. APPENDICES:**

- 9.1.** PG-039: Course Reserve Form

Compiled by:  <b>Mr. Mohammad Rasheed</b> <i>Senior Librarian</i>	Signature: 	Date: 03-August-2023
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Date effective: <b>03-August-2023</b>		Date of next review: <b>03-August -2026</b>