



# PHOENICIA UNIVERSITY

## Library Policy

# Library Policy

## Purpose and Objectives

Phoenicia University (PU) Library is dedicated to providing a dynamic academic environment by offering a wide range of resources and spaces for research, reading, and intellectual activities within the University community. The policy is designed to enhance the quality of learning, teaching, and research for students, faculty, and staff, while maintaining accessible resources and fostering an environment conducive to independent study and research.

## Scope and Application

This policy applies to all students, faculty members, and staff of PU who utilize library resources and facilities.

## Accountability

Accountable/ Responsible Officer	Role
Accountable Officer	The Director of the Quality Assurance and Accreditation Office
Responsible Officer	Library Supervisor

## Library Accessibility

- Regular Hours: Monday to Friday, 8:00 AM – 5:00 PM

## Primary Users

Library materials are available to currently enrolled students, alumni, faculty members and staff.

## Borrowing and Returning Library Material

- Users can borrow library material using their PU ID.
- Borrowers must complete the " Borrowing/ Returning Form" upon request from the Library Supervisor.

### **Borrowing and Renewal Policy**

- Faculty: Standard borrowing of 20 days, renewable once for 10 days, with a maximum of 5 books at any given time.
- Students: Standard borrowing of 10 days, renewable once for 5 days, with a maximum of 3 books at any given time.
- Staff: Standard borrowing of 10 days, renewable once for 5 days, with a maximum of 3 books at any given time.

### **Fines and Charges for Overdue and Lost/Damaged Materials**

- Users are subject to fines for overdue returns, which amount to 50,000 LBP per day, and must be paid at the Cashier's Office.
- If the item is not returned, users may not borrow or renew until your record is cleared.
- In the event of lost or damaged materials, charges will be applied, and the responsible party will be billed for replacement or repair costs.
- Graduates must obtain Library Clearance before graduation by returning all materials.

### **Shelf Organization**

Books and materials are arranged on the shelves using the Dewey Decimal Classification. Shelf mark location charts are posted throughout the Library, and designated zones are allocated for each field of study.

### **Proper Handling of Library Material**

- Users must not tear, cut, or highlight books.
- Damaging or losing library materials requires replacement or payment.
- Books may not be lent without library supervisor approval.
- Books used inside the library should be left on tables for re-shelving by the Library Supervisor.

### **Technology and Equipment Use**

- Computer Access: Users can access library workstations with PU usernames and passwords. USB attachments are prohibited.
- Internet access is available on library computers, and Wi-Fi is accessible for personal devices.

- Printing, Scanning, and Copying: Faculty and staff have access, while students are restricted from using library printers.

### **Library Facilities and Behavior**

- Users must adhere to posted library rules.
- Maintain a quiet environment.
- Silence cellphones or take calls outside.
- Do not leave belongings unattended.
- No smoking or vaping; only bottled water is allowed.
- No food or drink, except bottled water.
- Keep the library clean and orderly.
- Do not reserve places with belongings; unattended items may be moved after 15 minutes.

### **Role of the Library Supervisor**

The Library Supervisor plays a crucial role in the effective functioning of the library.

This role includes:

- Recommending relevant books and resources;
- Organizing books on shelves and maintaining the library database;
- Assisting faculty and staff with printing logistics;
- Recording borrowed materials and assisting with the Peer Support Program;
- Enforcing library rules and requesting that individuals who do not comply with the rules cease disruptive behavior;
- Coordinating and conducting periodic inventory checks to ensure the availability of library materials;
- Sending, before the end of each semester, to the Office of the Registrar, a list of all materials that are still available with faculty members and have not been returned.
- Communicating with the Assistant to the Dean of each College two months prior to the start of each semester to inquire about requested books by each College, and subsequently sending the list of unavailable books to the Procurement Office.

**Thank You**

