**Regulations of Organizing Users' Behavior in Library**

**Eleventh Chapter: General Rules for Using Library**

**Article 38:**

Users and clerks at Libraries belonging to Deanship of Libraries Affairs must abide by a number of general rules that specify manners of using libraries. This is to preserve libraries' properties and present services at the highest level, and these are:

* Clerks must be committed to timings of opening and closing libraries, and they should make their ID cards visible while in libraries
* Keeping quiet and switching off all cell phones. Users should not enter places are only for employees
* Beverages and food are not allowed inside
* Library phones are allowed only for clerks
* Abiding by circulation rules defined by Deanship
* Using library devices only for research purposes
* Library's properties are not allowed outside except after a permission from clerks in charge
* Photocopying, lecturing, and meeting are not allowed until after getting a permission
* Information objects should be used appropriately; writing on it is not allowed
* Books should be replaced so all users could benefit from them
* Library users should clean their place after leaving

Deanship of Libraries Affairs has the right to transfer everyone violates these rules to committee of disciplining students for students; or to University Administration in the event a clerk violates the rules.