



General Services Instructions at Al-Zaytoonah University of Jordan's Library

Article (1): These instructions shall be called the General Services Instructions at Al-Zaytoonah University of Jordan Library for the year 2024, and shall take effect from the date of their approval.

Article (2): The following words, wherever they appear in these instructions, shall have the meanings assigned to them below, unless the context indicates otherwise:

University: Al-Zaytoonah University of Jordan.

President: The President of the University.

Council: The Faculty Council.

Dean: Any dean at the University.

Director: The Library Director.

Department: Any academic department at University.

Library Materials: All library holdings, including paper and electronic resources in all their forms, including books, periodicals, references, university theses, guides, bulletins, manuscripts, maps, CDs, programs, databases, and other information sources.

Furniture: All library contents, including furniture designated for storing holdings and serving users, and all that employees need to perform their duties.

Equipment: All library holdings, including electrical, electronic, and computer equipment.

Beneficiaries: Faculty and administrative staff, students, and guests.

Article (3): The library main goal is to provide the university with the necessary paper and electronic library materials, in accordance with general and special accreditation standards and quality requirements. It also monitors, examines, delivers, records, stores, preserves, binds, maintains, inventories, lends, supervises, monitors their use, gifts, and exchanges, and provides the necessary

library services to support the educational and research process and provide community service according to its specialization, in accordance with the provisions of these instructions.

Article (4): Books are to be borrowed by full-time faculty members, students, and employees based on their university ID card and in the personal presence of the interested party, as follows:

- a. A full-time faculty member and lecturer is entitled to borrow a maximum of (25) books at one time for a period of (120) days.
- b. A graduate student is entitled to borrow a maximum of (10) books at one time for a period of (30) days.
- c. An undergraduate student is entitled to borrow a maximum of (5) books at one time for a period of (14) days.
- d. A member of the administrative body is entitled to borrow a maximum of (3) books at a time for a period of (14) days.

Article (5): The following library materials may not be borrowed according to the library regulations (references, periodicals, books on reserve shelves, special collections of all kinds, including research, theses, maps, prohibited books, all items in the Special Collections Hall, and everything classified as non-lendable collections from the Technical Processing Department, rare books, and manuscripts). However, they may be borrowed overnight with the approval of the Head Librarian, according to the prescribed form. The library director has the right to prohibit the circulation of any library material as he deems appropriate and in the public interest.

Article (6): Circulating any book may not be renewed if it is requested by another person. In this case, priority shall be given to lend that book, and it may not be renewed more than twice in a row. Furthermore, new books may not be borrowed to a borrower who has an overdue book or has incurred a fine.

Article (7): The library administration has the right to retrieve any borrowed book before the end of its circulation period or to refuse to lend any book.

Article (8): Books may be placed on the reservation shelf at the request of faculty members according to the designated form, or by decision of the Head Librarian, depending on need and the public interest.

Article (9): Night circulation begin one hour before the end of official library hours and end one hour after the start of the following day's workday.

Article (10): The borrower shall be subject to a fine of (250) fils per book for each day of delay, provided that the fine does not exceed (10) dinars per book.

Article (11): If the borrower loses a book, or causes it to be damaged or mutilated, in whole or in part, they must provide a replacement original copy or pay a fine of twice the current price of the book, in addition to the cost of binding and the late fee, if any. The library director shall estimate the price of the book if the actual value of the book is not available on the library system. In the case of books with multiple parts or volumes, if the beneficiary is unable to secure a copy of the lost or damaged volume or part, he shall be obligated to pay the price of the entire set.

Article (12): University President has the right to exempt the borrower from paying the late fee if there is a justifiable excuse, according to the prescribed form.

Article (13): Each borrower is obligated to return the book in the same condition in which it was borrowed.

Article (14): The library director may accept a replacement book if the lost copy of the book is unavailable, provided that the replacement book is in the same language, of the same subject category, and of approximately the same financial value, is not available within the library's holdings, and has not been published more than three years ago.

Article (15): The Library provides a paper photocopying service for library materials from its holdings for (50) fils per page, subject to intellectual property rights in accordance with applicable laws.

Article (16): The beneficiary shall pay one dinar for the service of copying electronic content from electronic databases onto CDs, instead of the price of a single disc in the library's database lab, provided that it does not conflict with intellectual property rights. The beneficiary shall also pay five dinars for the service of copying university theses and student research onto CDs or any other external electronic storage device, provided that it does not conflict with intellectual property rights. Article (17): Entry to the library is permitted only with a university card. Eating, drinking, using mobile phones, and all electronic devices with audible sound are prohibited inside the library.

Article (18): Users must maintain quiet and maintain the safety of library materials, furniture, and equipment in the library and laboratory. Anyone who causes damage to the aforementioned items will be liable for the costs of repairing or replacing the damage.

Article (19): Gatherings, study and teaching circles, and reserving tables for student models and projects are prohibited in the library halls. Seminars and field trips for faculty members and students are exempt, provided that they coordinate with the Head Librarian.

Article (20): College deans and faculty members have the right to reserve the seminar hall for academic events and activities, in coordination with the Head Librarian.

Article (21): The university, within its capabilities, shall provide electronic databases to cover all the needs of academic disciplines at the university, taking into account the requirements of general and special accreditation and the quality standards adopted by the university.

Article (22): College deans shall request subscriptions to electronic databases to cover the needs of all academic departments, in accordance with the requirements of general and special accreditation and the university's approved quality standards. The library director shall solicit bids for testing and evaluation, and then recommend subscriptions to the President.

Article (23): The President shall approve renewals of subscriptions to electronic databases based on recommendations from college deans and the Head Librarian.

Article (24): College deans shall provide the library with lists of approved paper and electronic books for teaching the courses to be taught, in addition to reference books, to be made available in paper and electronic copies, if available, in accordance with general and special accreditation standards.

Article (25): A student has the right to print (150) pages free of charge for scientific research contained in electronic databases per semester, in accordance with the general accreditation instructions. For any additional pages, the student shall pay (50) fils for each page printed.

Article (26): The use of computers in the library is limited to the purposes of scientific research and access to electronic databases and the electronic library system, subject to the general provisions for library use.

Article (27): The President may approve subscriptions to print or electronic periodicals, based on the recommendations of the college deans and the Head Librarian.

Article (28): The President, upon the Head Librarian's recommendation, may replace print periodical subscriptions with electronic versions, taking into account general and special accreditation standards.

Article (29): The President may approve the Head Librarian's recommendation to make financial settlements with print periodical providers, in coordination with the Finance Department.

Article (30): The President shall sign agreements concluded with libraries, information and research centers, and database providers, and may authorize the library director for this purpose.

Article (31): The President may approve the purchase of library materials to support individuals, authors, and institutions, and to preserve these materials in the library's holdings or for the purpose of gifting them to others.

Article (32): Library materials shall be priced by three approved entities for the purpose of purchase. The lowest price shall be determined for the original edition, taking into account the quality of the paper, coloring, and cover, and its importance to the book. The best edition, not the least expensive, shall be approved, and pricing of non-original copies shall be excluded.

Article (33): The President may approve the purchase of electronic library materials, including books, research, and electronic resources, in accordance with the requirements of accreditation and blended learning standards.

Article (34): Without prejudice to Article (32), the President may approve the purchase of library materials from publishing houses and agents at special incentive prices, without following the pricing policy, based on the Head Librarian's recommendation.

Article (35): The President may approve the Head Librarian's recommendation to remove damaged books and library materials from the library's paper and electronic records.

Article (36): The President may authorize the library director to visit local and international exhibitions to purchase library materials appropriate to the university and to negotiate with publishers, distributors, and agents.

Article (37): The library director may select appropriate institutions for binding library materials in terms of quality, prices, and receipt and delivery dates.

Article (38): The library director may dispose of library materials received as gifts, such as books, bulletins, periodicals, reports, research, and all other forms of paper and electronic library materials, without payment, by incorporating them into the library's holdings or destroying them as needed.

Article (39): No faculty member, administrative staff member, or university student shall receive a discharge from liability unless the library has cleared them.

Article (40): The library director may select specialized scientific and technical plans and appropriate scientific and technical methods for preserving and organizing the library's records, holdings, and electronic system.

Article (41): The President shall decide on cases not provided for in these instructions.

Article (42): The President and the library director are responsible for implementing these instructions.