



The Knowledge Hub Universities

Document title: [Library use and conduct – September 2019]

Document version number: V.1

Office/department responsible: Library

Approved by: Dr. Mahmoud Allam – President of The Knowledge Hub Universities

Who Needs to Know This Policy

Entire TKH Community

Supporting Department

Responsible University Official: Yasser Abdou – Librarian

If you have any question about this policy, please send an email to: yasser.abdou@tkh.edu.eg

Policy Statement / Purpose

The Library seeks to provide users with a clean, safe, and quiet environment appropriate for study and research. TKH Library use and conduct policy is established for the benefit of all Library users. Violations should be reported to Library staff, who will take appropriate action to ensure that the environment is conducive to study and research, free of disruptive activity. All users should abide by this Library use and conduct policy.

To ensure Library users' rights, the Library strictly enforces University rules governing behavior in public spaces. In addition, the Library has established Library-specific policies to protect users' rights within the University Library.

Who Needs to Know This policy

All TKH Community.

Policy/Procedures

- Mobile phones are to be turned off before entering the Library. Mobile phone conversations are not allowed in any area of the Library.
- Food and drinks are not allowed in the Library except in staff areas. Only bottled drinks may be allowed.
- Smoking and tobacco use are strictly forbidden in the Library.

- The Library is not liable for the loss or damage of personal materials and unattended items will be turned over to the campus security. The Library assumes no responsibility for unattended personal belongings.
- Users are required to leave the Library at closing time and during emergency situations and drills.
- Firearms, sharp objects or any other dangerous devices are not permitted in the Library. (please refer to the firearm policy)
- Users must not interfere with a Library staff during his/her duty.
- Users must not enter areas of the Library restricted to authorized staff.
- The Library is not responsible for damage to user's flash drives, loss of data, or damage that may occur from use of the Library's computer. Users should notify Library staff immediately if they encounter any problems with the computers or programs.
- The Library does not monitor the information accessed through the Internet and cannot be held responsible for its content. The Library user must be mindful and respectful of the rights of others not to be inadvertently exposed to explicit material and images they may find personally unsuitable. Users may not use the Internet for any illegal or criminal activity.
- Policy Violation: Any person who violates the Library policies may be asked to leave the Library and may be refused future access to the Library. Such persons may be subject to TKH student code of conduct sanctions.

History/Revision Dates

Origination Date: September, 2019

Next Review Date: December, 2019

*****Disclaimer:** The Knowledge Hub Universities reviews the policies on regular basis if needed for work flow and business purposes.

Version Log	Date	Signature of the President of TKH
Version 1 (V.1)		