



Document title: [User ID card Policy – 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

All users of the Library must carry valid ID card to be shown to staff upon request. Registered users must carry a valid ID card which will serve as a form of identification and a means of access to services and facilities. This ID Card is not transferable.

The Library has an obligation to ensure the privacy and proper handling of personal identification numbers and protect them against inappropriate access and use.

Who Needs to Know This Policy

All TKH Community.

Policy/Procedures

- All users must show their ID card each time they enter the Library.
- No person shall possess more than one identification card.
- Users can maintain full Library privileges by:
 - A. returning materials on or before the due date.
 - B. adhering to the borrowing limits for all types of material.
 - C. paying for lost or damaged materials before the item is 14 calendar days overdue.
- Users must provide an ID card to check out Library items or conduct any other transactions on his/her account.

- A user's Library record becomes blocked when a user's account has five repeated discharge delays or when the total amount of unpaid fines exceeds 500 EGP.
- Once a user's Library record is blocked, all Library privileges for that user are suspended including borrowing and renewal of items. Users may not use the Library computers when their Library record is blocked.
- Using another user's ID card to check out materials is not permitted.

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)		