

Central Library Regulations and Instructions:

1. Every beneficiary must write his name and sign in the daily register of the central library.
2. Maintain silence and refrain from smoking inside the library and its annexes.
3. Bringing food into the library is prohibited, and cleanliness of the place must be maintained.
4. Lending services are only available after obtaining the Central Library ID, which is issued to faculty members, graduate students, undergraduate students, and university staff.
5. No new ID will be issued until all books borrowed under the previous ID are returned.
6. Library IDs are issued based on a form endorsed by university colleges, as well as the university ID, and a fee of (1500) dinars deposited with the Finance Department at the University Presidency.
7. A fine of (5000) dinars will be imposed on borrowers in case of losing the library ID.
8. Borrowing should be done using the student's own library ID, and it is not permissible to borrow using other students' IDs.
9. Faculty members are entitled to borrow a maximum of five books for a period of three weeks, renewable if there are no reservations from other beneficiaries.
10. Graduate students are entitled to borrow a maximum of four books for a period of two weeks, renewable if there are no reservations from other beneficiaries.
11. Undergraduate students are entitled to borrow a maximum of three books for a period of one week, renewable if there are no reservations from other beneficiaries.
12. University affiliates, including male and female staff members, are entitled to borrow non-specialized books for a period of two weeks, renewable if there are no reservations from other beneficiaries.

13. Book loans cannot be renewed for a second period until they are returned by the borrower and verified by the relevant unit before the end of the initial loan period.
14. In the event of a single book being overdue, the borrower will be fined an amount of (500) dinars for each day of delay, and the student's ID will be confiscated if they refuse to pay the fine, with notification sent to their college.
15. If delays occur repeatedly or if the borrower refuses to pay the prescribed late fee, they will be prohibited from borrowing for a period of one week.
16. Final exam results will not be released until the student obtains clearance from the Central Library.
17. Valuable references, book mothers, theses, and dissertations may not be borrowed externally; they are intended for in-library use only.
18. The borrower is responsible for the preservation of borrowed books. In case of loss or damage, the borrower must compensate the university with an identical title, author, and edition, either by providing a new original copy, five photocopies, or paying ten times the book's value in hard currency.
19. Reference books and journals are not available for borrowing, except for reproduction purposes within the library premises for a maximum of two hours, with the student's personal ID retained.
20. Library visitors from outside the university are only permitted to utilize resources and references within the library premises.
21. All borrowed books must be returned by the beginning of November (11th month) for the purpose of conducting the library's annual inventory.

These regulations and instructions are established to safeguard the library's resources against loss or damage. Please adhere to the above guidelines to ensure the provision of the best services.