

LIBRARY POLICY

1.0 Objectives

The objective of this document is to describe guidelines of Library

2.0 Scope

This process applies to GIIS Dubai.

3.0 Policies

Circulation:

- Materials for students are checked out for a one-week period. Materials for staff are checked out for length of use needed.
- Students can issue only one book at a time.
- Library users (Students & Staff) are responsible for the safekeeping and return of library materials issued in their name.
- Library materials shall be returned on or before the due date or earlier if the member is notified that an item is required by another reader

General Rules and Regulations:

- Students must settle any outstanding fines and payments at the end of each semester
- Food and drinks are not allowed inside the library
- Moving library furniture from its designated place is strictly prohibited

Lost/damaged Books:

- The students shall be responsible for the loss or damage to the books issued to him/her.
- Underlining, marking, folding of pages in the book etc. are strictly prohibited Losses or damages must be reported promptly.
- In the event of a book lost or damaged, the student has to pay the cost of the book along with the library fine without fail.

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