

## Rules of conduct within Al-Jouf University libraries

Library beneficiaries should always remember that the library is a place for researching, so they are required to fulfill with the instructions given by the library staff, to ensure that the positive and appropriate environment within the library, by following the rules below:

1. The library is for you, so let us work together to save it.
2. Show up the university ID card if you are requested by a library staff.
3. The mobile phone must be in silent mode within a library.
4. Smoking is prohibited at all in the library, or any sites within the university campus as it mentioned in the **rules of Al-Jouf University-smoking penalty**.
5. All visitors to the library must keep complete quiet and do not disturb the others.
6. It is prohibited to bend the library materials as: books, scientific journals and magazines, also not allowed to write, draw lines or drawings in that or to make any written mark, or damage any items by any way.
7. Library visitors must Commitment with **Rules of using computers and the Internet**.
8. In case of damage for any of the Library's resources, a list of fines for loss of the books shall be applied, which mentioned in Article number (9) of the **Circulation Policies in Al-jouf University Libraries**.
9. Library is a service part that aims to provide services to meet the needs of beneficiaries, thus we are pleased to receive the suggestions from beneficiaries, through the electronic link [goo.gl/TeHPqm](http://goo.gl/TeHPqm), or through the suggestions boxes which available in the libraries, and the beneficiaries will be involved in that.
10. Compliance to the Libraries rules such as: working hours of the library, respect of library employees and save of libraries assets.
11. The beneficiaries shall follow the instructions and circulation rules which applied in Al-Jouf University Libraries.