

NILE UNIVERSITY LIBRARY

INTRODUCTION

The Library is the heart of an academic institution. The library of Nile University comprises the physical library and e-learning resources and space. The physical library of Nile University consists of reference books, text books, journals, newspaper, computers, and reading space. The Nile University e-library consist of open access journals, internet connectivity and ICT resources to help students and staffs in their academic work.

The Library has installed the KOHA system which is open source integrated library system maintained by Librarian and used by libraries all over the world to facilitate in cataloguing, student and staff registration and for checking books in and out.

The Library strives to provide for its authorized users:

- Collections and access to well-managed and diverse library collections that meet the research and instructional needs of users.
- Privacy and confidentiality to the extent provided by university policies and any applicable laws.
- A safe, clean, pleasant and productive learning environment conducive to scholarly research, quiet study, and mutually respectful social interaction.
- Responsive service to the needs and priorities of its users.

POLICY ADMINISTRATION

The Nile University Library seeks to provide all users with a welcoming, comfortable, and safe environment to promote intellectual exploration and learning. To achieve this aim, requires up-to-date library use policy. The library use and conduct policies are intended to ensure a pleasant and productive environment for study and research for all library users.

This library use policy shall apply to all staff, and students and guest users. The policy shall be administered by the Vice-Chancellor, Deputy Vice-Chancellor (Academic Affairs), Registrar, Deans, Directors, Faculties, Institutes and Departments or their authorized representatives. The librarian shall provide copies of library use policy to all heads of departments.

This library use policy guideline, and rules and regulations, shall be subject to amendment from time to time by the Management Committee and Governing Council, or any other authorised university organ as circumstances may warrant provided such amendments do not contradict the other rules and regulations governing the operation of the University.

LIBRARY CODE OF CONDUCT

POLICY STATEMENT

Nile University has the Library Code of Conduct. This *Code of Conduct* acknowledges that Nile University Library fulfils an important educational function in the University. Educational settings require special considerations, including the priority that must be placed on supporting the University's educational mission. The purpose of this document is to address conduct expectations for library users so that University Library can meet its mission.

EXPECTATIONS FOR USERS OF NILE UNIVERSITY LIBRARY

Individuals are expected to:

- (a) Obey all applicable University policies and laws.
- (b) Adhere to the Student Code of Conduct.
- (c) Present identification to library staff upon request, in compliance with Nile University policy.
- (d) Use email, Internet, and Computer resources according to the Nile University Information Technology policies.
- (e) Comply with other posted library policies (e.g. noise, computer use, etc.)
- (f) Comply with Nile University smoking/tobacco policies.
- (g) Be courteous to all library staff.
- (h) Respect other users of University Library

PROHIBITED BEHAVIORS

Certain behaviors, detailed below, are in conflict with Nile University library goals. Library Users are expected to refrain from any of the following behaviors:

Safety and Emergencies

- (a) Exhibit any threatening or intimidating behaviors, e.g., abusive language, threats of violence, or harassment.
- (b) Engage in behavior that is potentially unsafe or harmful to self or others.
- (c) Possess, use, or be under the influence of alcohol or controlled substances.
- (d) Be in unauthorized areas of the Library, remaining in the Library after closing or when requested to leave during emergency situations, drills or when not abiding by The Library's Conduct Policy.
- (e) Carry weapons in the library.
- (f) Open emergency exits except in emergency situations.

Use of Library Facilities

- (a) Produce unnecessary noise, including but not limited to playing audio equipment so that others can hear it, by singing or talking to others or in monologues, or by behaving in a manner which reasonably can be expected to disturb other persons.

- (b) Behaviors considered disruptive, such as disturbing others through noisy or boisterous activities; by staring at another person with the intent to annoy that person; by following another person about the building with the intent to annoy that person; engaging in unwanted or inappropriate touching; unwanted or inappropriate advances; harassment or indecent exposure.
- (c) Sleeping for an extended period of time (not including incidental napping), lying down and sleeping on a couch, bench, floor or other surface; excessive use of seating or space that interferes with priority usage for students, faculty, or staff.
- (d) Misappropriate, misuse, damage, or obstructive use of library equipment, resources or facilities.
- (e) Remove or attempt to remove library materials, equipment or property without proper checkout or other official library authorization.
- (f) Use restroom facilities for purposes other than which they are intended.
- (g) Enter the building without a shirt or other covering of their upper bodies or without shoes or other footwear.
- (h) Disturb others with strong odors, e.g., perfumes, alcohol or unsanitary personal conditions. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other persons shall be required to leave the building.
- (i) Bring animals in the building, except guide/assisting dogs.
- (j) Leave property in library lockers overnight. Lockers are the property of the Library and are provided for the temporary, daily use by patrons. Any items remaining in lockers at close of business will become the property of the library.
- (k) Interfere with the use of the Library by other patrons, or interfere with Library employees' performance of their duties.
- (l) Vend, peddle, solicit, or petition in University Library; post or distribute materials without permission.

Use of Library Computer Resources

The following is other partial listing of behaviors that are prohibited:

- (a) Allowing others to use their non-transferable IU identification or IU or University Library Network ID and passphrase.
- (b) Maliciously access, alter, delete, damage or destroy any computer system, network computer program or data.
- (c) Failing to adhere to copyright laws, including systematically downloading, printing, or disseminating content from University Library-licensed electronic resources in violation of copyright laws.

Usage of library facilities and space / facilities and space policy

The purpose of the Nile University Library is to serve primarily the needs of University students and the staff, and secondarily to serve the needs of the public or visitors. The Nile University

Library reserves the right to request that users produce a valid Identity Card or form of identification in areas that are reserved for Nile University students and staff.

All users are advised that the use of space and seating, including the use of cafes, restrooms, tables, chairs & sofas, and computers within the Nile University Library facility shall be confined to the purpose(s) for which the space and property are designed and equipped for which they are suitable. In an effort to ensure a pleasant, productive, and reasonable environment for all, users shall observe the following rules, including but not limited to:

1. Users are prohibited from engaging in disruptive behavior or other behavior and activities that substantially interfere with the enjoyment of other users of the facility.
2. Unattended property will be subject to confiscation.

Individuals who violate this policy will be asked to promptly comply or leave the premises. Failure to comply with a request to leave the University Library and/or University property may subject such individuals to arrest and criminal prosecution under provisions of applicable state laws. In the case of Nile University students and staff who violate this policy, the University Library Management reserves the right to pursue disciplinary action in accordance with applicable rules, including without limitation the Code of Student Rights, Responsibilities and Conduct, employment policies, and the Academic Handbook.

LIBRARY HOURS

The Library opens from Monday-Friday from 8:00 am-9:00 pm and on Weekends (Saturdays and Sundays) from 8:00 am – 7.00 pm. The Library is closed on Feast days and holidays.

COOPERATION

All University Library users are expected to abide by these policies and will be asked to comply if necessary. All library employees are empowered with the responsibility to approach disruptive groups and individuals and ask them to discontinue the disruptive behavior. Users who become belligerent or refuse to discontinue disruptive behavior will be asked to produce photo identification and, for the Nile University students, their student number. If a user does not have identification, or refuses to show identification, he or she will be asked to leave the library immediately. If a user refuses to leave the library when asked the disciplinary action will be taken on him or her. The Dean of Students will be notified of anyone whose student number has been taken more than once. Non students may begin losing library privileges following the second identification of non-compliance.