

Alfaisal University Library

User Behavior and Library Building Policies

Policy Code	LI0003
Policy Name	Alfaisal Library Behavior Policy
Department/Office	Library
Approved by	Deans Council
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Version	1

Policy Purpose

The purpose of this policy is to ensure that Alfaisal University Library provides a safe, respectful, and conducive environment for study, research, and academic work. It establishes clear expectations for user behavior within the Library premises and supports the protection of users' rights, library facilities, and shared study spaces. The policy also aims to promote fair and equitable use of library spaces and resources while minimizing disruption to academic activities.

Policy Scope

This policy applies to all individuals using Alfaisal University Library facilities, including students, faculty, staff, and visitors. It governs all behavior within library buildings, study areas, reading rooms, and shared spaces. The policy also applies to the use of furniture, study rooms, and tables, as well as personal conduct that may impact other users or the library environment.

Policy Statement/ Definitions/Procedures

Introduction

Alfaisal University Library is committed to maintaining a welcoming, comfortable, and safe environment for all users. All individuals entering the Library are expected to behave in a manner that respects the rights of others to study, research, and use library services effectively. Users are required to comply with Library policies as well as University rules and regulations at all times.

Library staff and building monitors are authorized to address any behavior that is considered disruptive to the learning environment. Disruptive users may be asked to modify their behavior or leave the premises. If necessary, Campus Security may be contacted to ensure compliance. The Library reserves the right to determine what constitutes disruptive behavior.

User Conduct Expectations

General Behavior

Users are expected to maintain appropriate behavior that supports a quiet and productive academic environment. This includes respecting others, following Library rules, and responding to staff instructions when required.

Cell Phones and Electronic Devices

All mobile phones and electronic devices must be set to silent or vibrate mode upon entering the Library. Phone conversations must be conducted outside the Library or in designated areas to avoid disturbing others.

Children

Children are not permitted inside the Library premises.

Appropriate Attire

All users must wear appropriate attire suitable for a public academic environment, including footwear, at all times while inside the Library.

Food and Beverages

Food is not permitted inside the Library. Beverages are only allowed if contained in closed, spill-proof containers or sealed plastic bottles with secure lids.

Closing Procedures

Library staff will issue verbal reminders prior to closing time (30 minutes, 15 minutes, 5 minutes, and at closing). Users are expected to cooperate fully and vacate the Library promptly at closing time.

Use of Study Spaces and Personal Belongings

Users are strictly prohibited from using personal belongings (such as books, bags, laptops, or any other items) to reserve library tables, study spaces, or rooms. Study areas are intended for active use only. Any unattended personal items used to reserve spaces will be removed by Library staff and transferred to the designated “**Misplaced Items**” section. The Library is not responsible for the security of unattended belongings.

Effective date

November 5, 2012

Review and Amendments