

<b>Policy Name:</b> <i>Access for University Libraries and Learning Centers</i>	<b>Revision Number:</b> <i>1</i>
<b>Policy Number:</b> <i>LIB 8500</i>	<b>Effective Date:</b> <i>1 September 2022</i>
<b>Policy Owner:</b> <i>Library Director</i>	<b>Last Revision Date:</b> <i>1 September 2022</i>
<b>Policy Approver:</b> <i>ExCom</i>	<b>Next Review Date:</b> <i>1 September 2026</i>

## RELATED DOCUMENTS

*Standards for Licensure and Accreditation*, Commission for Academic Accreditation, Ministry of Education, United Arab Emirates - 2011 (Standard 6.1, p. 22); LIB 8700 Circulation; STL 5650 Alumni Groups.

## SECTION 1 POLICY STATEMENT

- 1.1. Khalifa University of Science and Technology community members have full access to library and Learning Center resources, services and facilities. All users are required to adhere to library and Learning Center rules and regulations; failure to do so may result in loss of privileges.

## SECTION 2 SCOPE AND APPLICABILITY

- 2.1. This policy document is applicable to all students and employees of Khalifa University of Science and Technology, as well as other members of the community as specified in Section 5 of this document.

## SECTION 3 PURPOSE

- 3.1. The purpose of this policy document is to establish and describe the rights of access to Khalifa University of Science and Technology's campus libraries and Learning Center information resources and services.

## SECTION 4 DEFINITIONS

The following definition(s) apply to this policy document:

- 4.1. **Library Catalog:** An online database of materials held by the KU libraries and Learning Centers.
- 4.2. **Library Visitor:** An external community member, not associated with KU, who is visiting the premises for a short time.

## SECTION 5 PROVISIONS AND GUIDELINES

- 5.1. Khalifa University of Science and Technology (KU) libraries is an academic library system committed to serving the KU community. The library staff maintain cooperative agreements with other organizations to provide additional access to materials not available here.

- 5.2. Library and Learning Center hours are posted at the building entrance and on the library web site. Although the libraries and Learning Centers are open to anyone on the KU campuses, the university community has priority access to the collection, services and other resources.
- 5.3. Borrowing privileges are limited to:
  - KU faculty, students, staff, and researchers;
  - Members of the Alumni Association
- 5.4. Interlibrary loan and document delivery service is conditionally available to the university community. Select circulating materials and copies from the collections are available for lending to other libraries through interlibrary loan upon request.
- 5.5. We are committed to maintaining a state-of-the-art robust library catalog that provides access, both on and off campus.
- 5.6. The library subscribes to numerous electronic indexes that cover academic literature. These indexes are conditionally available to the university community.
- 5.7. Additional facilities such as learning commons and group study rooms are available for use by members of the campus community.

## **SECTION 6 RESPONSIBILITIES**

- 6.1. The SVP academic and student services is responsible for implementing this policy document and its provisions.
- 6.2. The Director of Libraries, or designee, shall have monitoring authority.

END OF DOCUMENT