

## General Procedures & Book Borrowing Rules

### Fundamental Etiquettes:

The LRC is considered as a silent place to read, please consider the rights of LRC users.

Smoking is strictly prohibited inside the libraries

Food and drinks are not allowed inside the libraries

Be silent. The use of mobile phones for conversation is strictly forbidden.

Make sure you don't leave any valuables unattended.



### Print Books Collection:

The library comprises the high quality selective books related to the RCYCI academic programs and a major part of the library collection is in engineering, science and management. However, the library also has a small collection in the areas of humanities and social sciences. The books are housed at ground floor of the library according to the international classification scheme, Dewey Decimal in the open shelves. The library also provides access to student projects and theses.

### Textbooks and Reference Collections:

Most of the Text-books are available in the textbook collection. We have cataloged all the available textbooks into the library system along with their Course Codes. Textbooks and References Collections should be used within the libraries premises only. Students should give their Student ID to take textbooks.

All learning resources are searchable 24x7 from the LRC Catalog <http://elib.rcyci.edu.sa>

### Membership:

LRC Membership is open throughout the year for Staff and Students. To register, fill out the LRC Membership Form available online & on reception and present it at the library reception.

Upon registration we'll provide you User ID and PIN so you can use 3M Self Check Machine and Online library services.

### Requirements:

- 1) College ID
- 2) Photograph (1' x 1'),
- 3) College email ID for staff and students.

### How to access:

Once you are a member of LRC you have an access to library facilities and resources.

To borrow book(s):

- 1) Search the LRC Catalog (<http://library.rcyci.edu.sa/>) and note down the Call No.
- 2) Locate the required book from the bookshelves and
- 3) Get it issued through the Self Check Machine using your User ID and password.

### Borrowing Policies:

**Loan Check-out:** Borrowers can check out the materials they need in accordance with the library regulations.

**Renewals:** A borrower may renew all his/her checkouts which are overdue only for one more time if he still needs them.

**Book Reservation:** Materials which are requested by another library patron cannot be renewed and reserved to the requester.

**Overdue Materials:** The library section follows up and reminds patrons (directly, indirectly or by any other means deemed suitable) who do not return the materials by the due date. A borrower is not allowed to issue any library material for the whole semester in case of overdue.

**Textbooks:** User can have access to textbooks only within the libraries premises.

### Loan Periods:

Borrower Groups	No. of Books	Loan Periods
Teaching Staff	8	30 days
Bachelor Students	4	15 days
Associate Students	3	15 days

**Clearance:** Clearance form will not be signed unless the borrower has returned and cleared overdue materials and fines from his record. Overdue learning resources of deceased patron(s) can be requested from his relatives/colleagues. But his clearance form should be signed immediately and should not be charged for the lost material.

**Fines:** A borrower is fined one riyal per day for each overdue material and Borrowing is automatically stopped. Fine continues (inclusive of Thursdays and Fridays) till the borrower returns the material and clears all fines from his record. All official vacations such as Eid al-Fitr and Al-Adha are excluded of the overdue fine period.

**Lost and Damaged Learning Resource:** A borrower is obliged to replace the lost or damaged learning resource with an exact similar copy; otherwise, he/she has to pay fourfold the original price of the time (Learning Resource Price X 4).

**Overdue Limit Ninety Days:** The library will consider the overdue learning resource as missing/lost from borrower with ninety-days of overdue, and then he/she has to pay fourfold the original price of the time. Borrower is responsible to pay overdue fine (as mentioned in above clauses) to the Finance Department and provide receipt of payment to circulation desk as record.