

# Aswan University Libraries' Regulation

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# Part I

## Objectives:

### **Article (1)**

#### **First: University Library:**

A cultural-scientific institution aims at collecting various information resources and developing it by available methods (Purchasing- donation- Exchange- Legal deposit). It benefits (academic staff- researchers- graduates - bachelor's students- employees) through a good selection of its possessions in one hand and introducing an excellent library service on the other hand.

### **Article (2)**

University libraries involve: the central library – the faculty library – scientific departments' libraries – centers – units.

### **Article (3)**

The General Administration of Libraries is one of the university units with a secondary budget allocated to develop the library collection and improve its services.

### **Article (4)**

The University library aims at saving the user's time and effort in getting the information.

To achieve the aforementioned objective, it performs the following tasks:

- Purchasing and acquisition of books, references, encyclopedias and journals.

- Keeping copies of academic thesis (master and PhD.) offered by the university.
- Keeping audio and visual resources.
- Ordering and organizing the possessions according to internationally recognized classification plans.
- Holding training courses for library employees for their vocational development.
- Organizing training courses for the library employees in cooperation with the university general administration of organizing and administration.
- Preparing annual reports regarding the employees of the central library administration.
- Implementing and following up the university council resolutions in addition to the resolutions of the University Libraries Committee.

## **Article (6)**

### Second: the Faculty Library:

The faculty library is an administration affiliated to the vice dean of graduate studies and research. The library is managed by a manager with appropriate qualifications and who meets the job terms; it's preferable to be experienced in the job.

#### **The Manager Performs the Following Tasks:**

- Technical and administrative supervision on the library employees.
- Cooperating with library employees in developing the policy of introducing adequate library service.
- Giving opinions when increasing the library possessions.
- Supervising on checking, classifying and indexing books through internationally followed classification and indexing plans.

- Is assigned to form the annual inventory committee and submit its formation to the faculty dean to be approved.
- Technical supervision on the annual inventory in addition to submitting inventory results to the general administration of libraries in order to be approved by the university president.

#### **Article (7):**

#### **University Libraries Committee which is derived from the University Council:**

According to the 4th article of the internal statute of Universities Organizing Law, the committee shall carry out planning works of the university libraries. The university council shall approve the committee's formation according to the prerogatives as stipulated in the 12<sup>th</sup> article of the internal statute of Universities Organizing Law.

#### **Article (8):**

The university libraries committee shall be formed by a resolution of the university president. The committee is headed by the university president with the membership of the vice president of graduate studies and research. University libraries committee includes experienced academic staff and some members of the assisting administrations in addition to the director-general of libraries who takes the committee's secretary.

#### **Article (9)**

#### **University libraries committee performs the following tasks:**

- 1- Developing a policy to organize the workflow for promoting the university libraries' performance.
- 2- Calculating university needs (human-material-equipment)

- 3- Providing financial allocations for purchasing books and suggesting their distribution to the university libraries according to priority.
- 4- Considering amendment of the articles of the library regulation according to the variables and for the work's interest.
- 5- Approving the annual inventory results and making sure of not exceeding the prescribed ratio of damage and loss.
- 6- Excluding books and publications that have lost their value.
- 7- Submitting annual report by the end of the academic year regarding the committee's works and proposals.
- 8- Determining terms of announcing library's vacant jobs.
- 9- The committee shall hold a monthly meeting by an invitation of the university president if necessary.

**Article (10):**

**The faculty library committee that is derived from the faculty council:**

According to the 4<sup>th</sup> article of the internal statute of the universities organizing law, the committee shall carry out the libraries planning actions and it is approved by the university council.

**Article (11):**

**Formation of the Faculty Libraries' Committee:**

The dean of the faculty shall form the library committee which consists of the vice dean of graduate studies and research as the committee rapporteur and the faculty academic staff as members where the committee secretariat is entrusted to the library manager.

The committee shall be formed by the start of the academic year; a resolution of its formation is issued by the university council.

**Article (12):**

**The committee of the faculty library performs the following tasks:**

- 1- Developing the policy of supporting and upgrading the library's performance as well as asking the general administration to provide library essential requirements.

- 2- Suggesting distributing financial allocations to the departments for purchasing books and journals.
- 3- Considering accepting donations introduced to the library.
- 4- Nominating employees for training courses inside and outside the university.
- 5- Considering annual inventory results.
- 6- Discussing the proposals of the academic staff concerning library affairs.
- 7- The committee rapporteur shall call for an annual committee meeting if necessary.
- 8- The committee minutes and subjects shall be introduced to the university president through the library committee.

## Part II

### Acquisition

The main function of the library is the acquisition of books, references, encyclopedias and other information resources. Library possessions are increased through purchasing, exchanging, donation and subscription.

#### **Article (13)**

### Purchasing

The key method of increasing library holdings, according to the article (263) of the University Organizing Law (the university may purchase books, scientific journals and other scientific literature without a bid) financial allocations are provided - through permissible items- for that purpose.

An approved technical committee by the faculty dean is formed. The committee includes a head, an administrative member from the library and technical members from the academic staff. The committee shall observe the appropriate selection of all possessions; it must select the most recent with adequate price and without technical defaults holdings.

#### **Purchasing documents include:**

- A memorandum regarding the faculty dean's approval on purchasing within the amount of the allocated funds.
- The cash order approved by the faculty dean and stamped with the faculty seal.
- Reference prices.
- Legal bill with all the supplier tax information.
- A memorandum of the formation of the Examination Committee approved by the faculty dean.

- The minutes of the examination committee containing information about the library possessions.
- Adding permissions (inventory form type 1) including all the information concerning purchased holdings.
- Form (no. 51) approved by the faculty dean.
- Amended form no.41 (H . A. C) with all tax information concerning the supplier.
- Original copies of the aforementioned documents shall be submitted to the accounts administration and a copy of them is reserved in the library for reverting to it whenever required.

#### **Article (14)**

### **Donation**

Most research and scientific institutions, governmental organizations and others tend to cooperate with the University and enhance their relations with it through donating gifts represented in their published intellectual production in which their goals, activities, conferences' results, symposia and research are shown.

The donations are examined in the faculty through an approved committee by the faculty dean. That committee performs the following tasks:

#### **Making sure of:**

- The validity of facts, theories and scientific data in the donated books.
- Rejecting everything which is contrary to public tendency and national values.
- All **donated sources** shall be submitted to the university council to consider whether to accept them or not.

- Implementing technical procedures when adding them in the relevant records. If the entity that donated the books didn't price them, the examination committee shall put an estimated price.
- Introducing a letter of thanking to the donating entity.

#### **Article (15)**

### **Exchange**

Many universities tend to disseminate its intellectual production which is represented in scientific journals produced by their faculties, conferences and research results through exchange with other universities in order to match the newest in all scientific disciplines.

#### **Article (16)**

### **Dissertations**

After the faculty council's approval on granting the researcher a scientific degree, the faculty library shall be provided with the approved theses (master, Ph.D.) through the general administration of alumni studies. A hard copy and a CD copy in PDF **format** shall be submitted to the central library.

**Article (17)**

**Subscriptions**

If necessary, the University may subscribe to get the scientific journals and public courses through the general administration of legal affairs according to the organizing regulations after the university council approval.

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## Part III

### Users' Services

#### **First: Internal Reading**

##### **Article (18)**

The service is available to all categories of beneficiaries. For the success of this service, the following tips should be followed:

- As far as possible, library employees should be versed in all possessions to meet the users' needs.
- Providing quietness, sufficient lightening and adequate ventilation.
- Providing automated search service.

#### **Second: Borrow Service**

##### **Article (19)**

The following holdings shall not be borrowed outside the library:

- Encyclopedias, Lexes, maps, atlases, references in addition to dictionaries.
- Arabic and foreign journals.
- Theses (master-Ph.D.)
- Rare books that aren't available in publishing houses and are difficult to acquire.
- The one - copy books and the last copy acquired in the library.
- Tapes- science slides- microfilm- ultrafiche - compact Discs CDs.

##### **Article (20)**

Number of books to be borrowed externally for each category shouldn't exceed the following:

<b>Category</b>	<b>Available number of books to be borrowed</b>
Faculty academic staff	3
Tenured professors	3
Faculty academic staff assistants	2
Faculty employees	2
Faculty students	1

borrowing duration should not exceed 1 week, it can be renewed. In case of delay, the borrower is warned, if the irregularity is repeated, a memorandum shall be submitted to the vice dean of graduate studies and research.

### **Article (21)**

In case of losing the borrowed book, the following procedures are followed:

- The responsible is committed to purchasing the newest edition of the lost book and submitting it to the library.
- If the book is unavailable in the publishing houses, the respondent shall pay the book's double price in addition to 20% as administrative expenses on behalf of the services fund.
- If a part of a group of parts is lost, the respondent is obliged to purchase the recent edition of the complete parts or paying its double price in addition to 20% administrative services on behalf of the services fund.
- The word "lost" is written next to the data of the lost book in the records as well as writing down the paying slip number and date.

### **Photocopy Services**

#### **Article (22)**

Photocopy service is made according to:

- 1- If possible, a particular place is allocated to the copying machine or machines outside the reading hall.

2- Photocopy service is organized according to the financial and administrative systems set by the University.

**Article (23)**

Dictionaries and encyclopedias aren't allowed to be photocopied in order to maintain it against damage. Master and Ph.D. theses aren't allowed to be photocopied in order to keep their owners' property rights.

**Fourth: Current Awareness Service (C.A.S)**

**Article (24)**

This service aims at keeping the beneficiaries up-to-date with the new information sources provided to the library through announcing in the library billboard and contacting the academic staff.

## Part IV

### Annual Inventory

#### **Article (25)**

University libraries are taken stock annually by the end of second-semester exams and according to a resolution of the university president. Anyone who doesn't abide to this period shall expose to judicial accountability, the inventory procedures shall not start before the target date.

#### **Inventory Committee Formation:**

##### **First: General Supervision Committee**

The general supervision committee is composed in order to follow up the inventory procedures of all the university libraries and is approved by the university president as follow:

- University president (general supervision)
- The vice president of graduate studies and research (administrative supervision)
- Director-general of university libraries (technical supervision)
- University secretary general
- Director-general of accounts
- Manager of financial guidance
- All the employees of the central library, financial and administrative guidance, the members of faculties inventory committees headed by the director-general of the central library.

##### **Second: The Inventory Committees of the Faculty Library**

The faculty dean approves the committees as follow:

- The vice dean of graduate studies and research " head"
- Library manager " technical supervisor"
- Faculty secretary " administrative supervisor"

- Library employees in addition to a member of the financial guidance sector " members"
- Assistant services employees

### **Article (26)**

As for the libraries that have only 2 employees, the general administration of libraries assigns members from the central library to assist the library patron in concluding the inventory. The inventory committee composition should be sent to the general administration of libraries. Anyone who doesn't work in the library shall not be enrolled in the committee's formation.

### **Article (27)**

1 % loss and 1 % damage are calculated if the loss or damage aren't a result of deliberate or carelessness. Loss and damage percentage shall not include the mentioned holdings that cannot be borrowed.

### **Article (28):**

By the end of the inventory process, the inventory minutes shall be submitted to the libraries committee to approve the result by the faculty dean and ensure not exceeding loss and damage ratio. Inventory minutes shall be sent to the general administration of libraries to be submitted to the university libraries committee and to be approved by the university president.

### **Article (29)**

The annual allowance of libraries inventory is paid as follow:

- 3 months for the employees of the central library and the faculty libraries.
  - 2 months for the other inventory committees' members.
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# Part V

## General Rules

### **Article (30)**

- 1- During the academic year, the library working hours are from 9 am. to 5 pm.
- 2- Working hours are amended if necessary according to the directions of the faculty dean, the general management of libraries shall be noticed by the new determined working hours.
- 3- The library components are public property so the employees on one hand and the library users on the other hand should maintain it.
- 4- Books are kept by covering.
- 5- Book covering process is done by coordinating between the library and the central printery administration.
- 6- The beneficiaries of the library services are committed to keeping the library possessions and following the instructions shown on the billboard, anyone who violates the directions shall be subjected to a legal action.
- 7- Appropriate lightening and ventilation as well as first aid kit should be provided.
- 8- Fire Extinguishers should be provided.

9- Library employees are responsible for securing the library, making sure of turning off the electricity and closing the doors before leaving the library.

10-Library users (academic staff, their assistants, employees, students) shall not be quitted until ascertaining returning the borrowed books.

11- It is not permissible to vacate any of the dealers with the libraries (members of the Commission and their assistants - university employees - students) only after the confirmation of the return of their borrowed books.

**Article (31):**

Amendments shall be introduced to this regulation whenever necessary according to the University Libraries Committee's resolutions. The regulation enters into force from the date of its approval by the university.

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