

SBS Swiss Business School, Branch Campus, RAK

Library Policy Document

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1. Introduction

a. Purpose of the Manual

This Library Manual serves as a guide for students, faculty, and staff of SBS Swiss Business School, Branch Campus, RAK to understand the services, resources, and policies of the university library. The library is established to support the teaching, learning, and research needs of the university community by providing access to information resources, promoting information literacy, and creating a conducive environment for study and intellectual exploration.

b. Library Hours of Operation

The library is open on Mondays to Fridays from 9am to 5pm. Kindly note that library hours may vary during holidays and breaks.

2. Library Services

a. Borrowing and Returning Materials

Students, faculty, and staff can borrow materials using their university identification cards. All SBS Swiss Business School, Branch Campus, RAK students, faculty, and staff have rights granted to library usage.

Loan Periods

Library materials can be borrowed and kept by users for up to 15 days including weekends and holidays. Different types of materials may have varying loan periods based on their availability, demand, and nature. For example, books may have longer loan periods compared to reserved items or high-demand materials. All arrangements need to be agreed upon by designated library staff with regards to library policy

Renewal

Library users can extend the loan period of borrowed materials beyond the original due date. Renewals are typically allowed if no other user has requested the item and there are no outstanding fines or restrictions on the user's library account. Renewing materials gives users more time to utilize the resources without incurring overdue fines.

b. Online Resources and Databases

Through the parent Campus's EBSCO portal, www.ilearn.sbs.edu, the branch campus library provides access to a wide range of online resources, including databases, e-journals, and e-books which are accessible.

c. Study Spaces and Discussion Rooms

The library offers various study spaces and group discussion rooms for individual and collaborative work.

e. Printing, Scanning, and Photocopying

Users can avail themselves of printing, scanning, and photocopying services within the library.

3. Library Collections

a. Books and e-Books

The library maintains a diverse collection of books and e-books across various disciplines. The stock has over 2000 hard copy books spanning various academic fields including Human Resources Management, Financial Management, Economics, Advertisement, Business Communication, Accounting, Managing Information Systems, Leadership, Innovation, Marketing, Management, Managerial Statistics, Mathematical tools, Project Management, Public relationship, Consumer Behaviour

b. Newspapers

The library subscribes to the Khaleej Times newspaper (English) for users to stay updated on current events.

4. Library Policies and Guidelines

a. Code of Conduct

Users are expected to adhere to the library's code of conduct to maintain a respectful and conducive environment.

The library is a shared space that requires cooperation and respect from all users. To ensure a conducive environment for learning and research, we have established the following code of conduct. By entering the library premises, all users agree to adhere to these guidelines:

Respect for Others

a. Maintain a quiet atmosphere: Speak softly and avoid making excessive noise that may disturb others.

b. Be mindful of personal conversations: Use designated areas for group discussions or phone calls to minimize disruption.

c. Respect personal space: Avoid placing bags or personal belongings on empty seats to allow others to use them.

Use of Library Resources

a. Treat library materials with care: Handle books, journals, and other materials gently to prevent damage.

b. Return borrowed items on time: Adhere to the specified due dates and renew items if needed to avoid overdue fines.

- c. Report damaged materials: Inform library staff about any damaged items you encounter to ensure timely repairs or replacements.
- d. Use technology responsibly: Follow the library's policies regarding the use of computers, printers, and other electronic resources.
- e. Do not remove library property: Unauthorized removal or tampering with library equipment, furniture, or materials is strictly prohibited.

Personal Conduct

- a. Maintain cleanliness: Dispose of trash properly and keep study areas tidy for the next user.
- b. No smoking or vaping: Smoking or vaping is not permitted inside the library premises.
- c. Respect restricted areas: Follow signage and instructions regarding areas that are off-limits to library users.
- d. Comply with campus policies: Abide by the university's policies and regulations while in the library.

Collaboration and Communication

- a. Respect library staff: Treat library staff with courtesy and follow their instructions.
- b. Collaboration in designated areas: Use group study rooms or collaborative spaces for discussions and group work.
- c. Use of personal electronic devices: Set devices to silent mode and use headphones when listening to audio to avoid disturbing others.
- d. Be mindful of personal conversations: Keep conversations at a low volume to avoid disturbing nearby users.

Security and Safety

- a. Protect personal belongings: Do not leave valuable items unattended. The library is not responsible for lost or stolen belongings.
- b. Emergency procedures: Familiarize yourself with emergency exits, evacuation routes, and other safety protocols.
- c. Report suspicious behaviour: Notify library staff if you observe any suspicious or potentially harmful activities.

B. Library Card and Access

- a. Users must have a valid university identification card to access library services.

b. Loan Periods and Renewals

C. Loan Periods and Renewals

a. Loans:

The standard loan period for books is typically 15 days (including weekends and holidays).

b. Journals and Periodicals: These materials are generally for in-library use only and cannot be borrowed.

c. Reserve Materials: Reserve items, such as thesis or high-demand materials, have shorter loan periods, often ranging from a few hours to a few days. We encourage in-library usage for these resources.

b. Renewals

Users can visit the library circulation desk to request renewals in person. Please bring the materials you wish to renew and your library card. The library staff will assist you with the renewal process.

D. Overdue Fines and Return Policies

a. Overdue Fines: Late return of library materials may result in overdue fines. The library typically imposes daily fines for each day the item is overdue. The fine amount may vary depending on the type of material and the library's policies.

b. Return Policies: It is essential to return borrowed materials on or before the due date to avoid fines. Materials can be returned to the library circulation desk during operating hours or through designated book drops when the library is closed.

E. Food and Drink Policy

Carrying food to or eating in the library environment is not allowed. All meals and beverages are to be consumed in designated areas - campus canteen.

F. Noise Policy

Users are expected to maintain an appropriate noise level in different areas of the library. Discussion rooms should be used when necessary.

G. Use of Computers and Internet

The library provides computer workstations and internet access for academic purposes. Students can use the link to access resources from EBSCO on www.ilearn.sbs.edu

5. Facilities For People Of Determination

As part of our holistic development program is providing convenience and ease of access for "persons with determination." Our libraries provides reserved study spaces that are designed

to be easily accessible. Library staff provide effective assistance and support to users with disabilities.

6. Library Instruction and Orientation for New Students

a. Information Literacy Programs

The library offers information literacy programs to help users develop essential research and information skills.

b. New students can attend library orientation sessions to familiarize themselves with library resources and services.

Appendix

a. Library Floor Plan



Library area highlighted in **yellow**.

b. Frequently Asked Questions

Here are some frequently asked questions (FAQs) and helpful responses for students.

1. How do I borrow books from the library?

Response: To borrow books from the library, you can present your university identification card at the circulation desk. The library staff will assist you in checking out the desired books and provide information about the loan period.

2. Can I renew my borrowed books?

Response: Yes, you can renew your borrowed books if no other user has placed a hold or requested the item. You can visit the circulation desk in person or contact the library staff for assistance with renewing your materials.

3. What happens if I return library materials late?

Response: Late returns may result in overdue fines. The library typically imposes daily fines for each day the item is overdue. The fine amount may vary depending on the type of material and the library's policies. It's important to return materials on or before the due date to avoid fines.

4. How can I access online resources and databases?

Response: The library provides access to a wide range of online resources and databases. You can access them through our parent campus's EBSCO portal at www.ilearn.sbs.edu. The portal will provide you with access to e-journals, e-books, databases, and other valuable resources.

5. Can I eat or drink in the library?

Response: No, carrying food or consuming meals and beverages in the library environment is not allowed. Please use designated areas, such as the campus canteen, for consuming food and drinks.

6. Can I reserve a study room or group discussion space?

Response: Yes, the library offers study spaces and group discussion rooms for individual and collaborative work. You can check the availability of these spaces and make reservations through our online booking system or inquire at the library circulation desk.

7. What are the library's hours of operation?

Response: The library is open on Mondays to Fridays from 9am to 5pm. However, please note that library hours may vary during holidays and breaks. It's always a good idea to check our website or contact the library for the most up-to-date information on operating hours.

8. How can I contact library staff for further assistance?

Response: You can find the contact information for library staff, including administrators, subject specialists, circulation desk staff, reference desk staff, and interlibrary loan staff, in the Library Staff and Contacts section of our manual. Feel free to reach out to the relevant staff member based on your specific inquiry or need for assistance.