



To maintain a safe and welcoming environment for reading, learning and other Library activities, Islamic Call University College Library requires all library users to comply with the following Rules and Regulations:

1. Library materials should not be removed from the library unless they have been properly issued out.
2. Eating, drinking, smoking and phone calls are strictly prohibited in the library.
3. No library user is allowed to re-shelve library information materials. All information materials should be left on the table.
4. No library user is allowed to reserve reading spaces/sits.
5. Baggage/Luggage must be deposited in the specified luggage areas at the entrance of the library.
6. All library users must declare personal books when entering and going out of the library.
7. Silence must strictly be always observed in the library.
8. The library shall reserve a private printing/photocopying area in the library.
9. Damaging library books and other materials is prohibited and shall lead/and/or disciplinary action.
10. Users who fail to return a book borrowed from the library in time will incur an overdue fine which will be determined from time to time.
11. The library staff is not responsible of any loss/misplacements of personal property inside the library.
12. The library user shall be suspended from using the library in case of indiscipline pending disciplinary procedures of the University.
13. Computers should only be used for research and study purpose.
14. Library users are strictly not allowed inside the information desk or counter, charging and access of the librarian's computer is prohibited.
15. All library users should take note of the library **opening/closing hours.**