



## PURPOSE

The purpose of this policy is to ensure that all users of the UKB Library have equal access to its resources and services in a safe, respectful, and productive environment. The policy is to establish guidelines for appropriate behavior and use of resources, facilities, and services at the University of Kalba (UKB) Library.

## DEFINITIONS

- **Library:** The UKB Library, which includes all resources, facilities, and services offered by the library.
- **Users:** Students, faculty, staff, and visitors who access the UKB Library.

## POLICY STATEMENT

- **Access:** The UKB Library is open to all members of the university community and visitors for research, study, and educational purposes.
- **Conduct:** All users are expected to behave respectfully and responsibly, following the library's guidelines for noise levels, food and drink, and the use of library materials and equipment.
- **Borrowing Privileges:** Students, faculty, and staff may borrow library materials according to the library's circulation policies. Visitors may be granted borrowing privileges at the discretion of the Library Director.
- **Fines and Fees:** Overdue, lost, or damaged materials may result in fines or fees, as determined by the library's circulation policies.

## RESPONSIBILITIES

All Library users must:

- Respect the rights and privacy of other users.
- Follow the library's rules and regulations regarding noise levels, food and drink, and use of electronic devices.
- Refrain from engaging in disruptive, inappropriate, or offensive behavior.
- Comply with copyright laws and licensing agreements when using library materials.

## SCOPE

This policy applies to all users of the UKB Library, including faculty, students, staff, and visitors.