

Internal Regulations of the University Library

- Dear Reader -

The University Library places at your disposal all its staff, including technical personnel, to assist you in selecting the bibliographic references and documents necessary for your studies and research.

Every student must respect the library's internal regulations to ensure optimal working conditions.

1) Reception and Registration Procedures

•For Students:

To benefit from the University Library's services, the reader must go to the orientation service of the registration department with:

- Student ID card
 - A copy of a valid registration certificate
- For Professors and Staff:
- Presentation of the professional ID card
 - A valid employment certificate

2) Operational and Technical Organization

Article 1: Access to the library is permitted to all students, professors, researchers, and institution employees, provided they present a student ID or professional ID card.

Article 2: The student ID card must be deposited during each internal consultation (in case of loss, a valid school certificate must be presented).

Article 3: Certain common documents in the reference service are made available to readers, who are required to return them to the designated area after consultation and retrieve their ID card.

Article 4: Consultation of scientific periodicals is permitted and, if necessary, they may be borrowed for photocopying after depositing the student or professional ID card, to be returned on the same day before the library closes.

Article 5: Internal and external loans are personal and under the full responsibility of the borrower.

Article 6: Each student has the right to an external loan of two (02) books for a period of fifteen (15) days, except for limited-copy books which are for internal consultation only, plus authorized exceptions (such as research project supervision...).

Article 7: Each doctoral student has the right to an external loan of four (04) books for a period of thirty (30) days, except for limited-copy books which are for internal consultation only, plus authorized exceptions (such as research project supervision...).

Article 8: Professors have the right to an external loan of five (05) books for a period of thirty (30) days, plus authorized exceptions (such as research project supervision...).

Article 9: Any returned book may not be re-borrowed by the same reader until after one (01) day.

Article 10: Any exceeding of the return date for a borrowed book will lead to a suspension of borrowing privileges for a period equal to the duration of the delay. In case of recurrence, the duration will be doubled.

Article 11: Any reader who tears or loses a book must replace it. For this purpose, the reader must check the condition of the book in the presence of the librarian during the borrowing process.

Article 12: Any lost book that the reader cannot replace with an identical copy must be compensated with five (05) books of the same material and scientific value. Consequently, the reader cannot obtain a clearance (Quitus) from the library until their situation is settled.

Article 13: The following documents are prohibited from "external loan" except with permission from the library administration:

- Periodicals
- Reference materials (dictionaries, encyclopedias, etc.)
- Theses and dissertations
- Any reference available in a single copy

Article 14: Copying or drawing on documents is prohibited.

Article 15: Smoking, eating, spitting, or taking drinks inside the library is strictly prohibited.

Article 16: The use of mobile phones in the reading rooms is strictly prohibited.

Article 17: The golden rule of "Complete Silence" inside the library is reminded.

Article 18: Students and professors have the right to benefit from the services of the Central Library in addition to the services of the faculty libraries.

Article 19: Regarding night services in the library, they are limited to individual and group work without book loans.

Article 20: Regarding the online book reservation process, the number of books allowed for reservation shall not exceed two (02), and the reservation period shall not exceed 24 hours.

Article 21: Students and researchers from outside the university are allowed "internal consultation" of the documents available in the library, provided they present a permit or justification, while respecting the established internal regulations.

Article 22: The Library Director, the library manager, or their representative shall intervene to penalize anyone who does not respect general discipline (such as disrespecting library staff or failing to follow the aforementioned rules).

Article 23: Decisions shall be as follows:

- Temporary or permanent expulsion from library services, depending on the severity of the offense.
- If necessary, a summons before the University Disciplinary Council.

3) Application of the Regulations

Article 24: Every reader, upon registration in the library, is bound to respect these regulations.

Article 25: Any violation of these regulations may lead to temporary or permanent exclusion from the right to borrow or enter the library.

Article 26: All library agents and employees, under the supervision of the library manager, are responsible for ensuring the application of these regulations, a copy of which is permanently posted within the library spaces.

Article 27: Any amendment made to these regulations will be communicated to the reader through posters.

Finally, dear reader, the University Library places its full trust in you and invites you to mutual cooperation to achieve an environment suitable for study and research.