

NIMA Library Rules and Policy

1. Introduction

1.1 NIMA Library rules apply to all students, faculty, staff, and visitors.

1.2 The main goal of this document is to set NIMA policy regarding the use of information resources.

2. General provisions

2.1. The Library, as a NIMA Institute structural division, assumes the nature and characteristics of scientific, informational and educational institute. The Library supports the academic, pedagogical, and research activities of the Institution by acquiring, storing, documenting, and providing open access to academic, scientific and other material in hard copy and electronic formats.

2.2. The Library collections are the property of the NIMA Institute.

2.3. The Library operates under rules and policies approved by the Library and NIMA Institute administration.

3. Library rules for information service provision

3.1 NIMA instructors, and staff are granted the right to use the Library free of charge.

3.3 Students are served only after they present their library membership ID cards, without which a student does not have a right to enter the library and use library collections and services

3.4. A students does not have a right to loan or give the NIMA card to another person.

3.5. An individual can be registered in the library after the presentation of the NIMA ID card or:

a) NIMA students may be registered on the basis of an enrollment list provided by the NIMA Registrar Office.

b) Staff (full-time) may be registered on the basis of hiring notifications from the Human Resources Department.

c) Faculty may be registered on the basis of hiring notifications from the Human Resources Department and a guarantee letter from the program head.

3.6. When registering, patrons should familiarize themselves with the Library rules.

3.7. Students are allowed to have 3 books checked out at one time. Faculty may have up to 5 books checked out at one time

3.8. Library patrons possess a right to loan books for home use on a temporary basis.

Depending on category (Students, staff or faculty), users have limitations on the length of the circulation period:

Materials	Student	Staff and Faculty
Books	3 days	1 Week
Current Issues of Periodicals	1 day	2 days
Reference Materials	For library use only	Overnight, due 9:30 am
Reserve Items		Faculty designation

a) Patrons have an opportunity to renew loan periods by phone, online or in person if the material is not in demand among other patrons, but no more than one time after the initial check-out.

b) Dictionaries, reference books, encyclopedias, rare and valuable volumes are intended for use only in the Library. In exceptional cases, these editions can be loaned to patrons for overnight use after 4:00 pm. In that case these editions should be handed in not later than 9:30 the next morning.

c) Periodicals, video and audio materials are loaned only for NIMA faculty for the period of 2 days with an opportunity to prolong the loan period only twice.

d) Library imposes overdue fines for all materials of 20 AFS per day or 20AFS per hour for reference and reserve materials.

3.9. Only water is allowed. No food or drinks in the library. No smoking

- 3.10.** Keeping in mind that the Library is a place of study and research, Respect other patrons and their need for a quiet and peaceful study place. The act of learning is a virtue that must be honored with silence and the avoidance of behavior disturbing to others.
- 3.11.** Personal possessions may not be left in the Library unattended or for prolonged periods. Library staff may clear away any personal property left on tables in order to make seats available to other users.
- 3.12.** The Library is not responsible for lost personal property.
- 3.13.** All members of the Library staff are empowered to enforce discipline in the Library.
- 3.14.** The library is not a coffeehouse or cafeteria. Students who disturb others will be warned once. If a student continues to be disruptive, he or she will be told to leave the library and he will be suspended for one week.
- 3.15.** Students who break library policies and/or show disrespect to any library staff member will be referred to academic office for disciplinary action. Among other possible actions, disruptive/argumentative students will be banned from the library
- 3.16.** Group discussions or meetings will be permitted in the quiet study areas, but only if groups are quiet. Noisy groups will be warned once. There will be no second warning. The group will be ejected from the library.
- 3.17.** Destruction of equipment and other Library property will be penalized.
- 3.18.** Photocopying and printing should be limited to academic-related purposes.
- 3.19.** Students are not allowed to come to the library during their class except during breaks. Only morning students can come in the afternoon and afternoon students can come in the morning to use library facilities

4-Computer Use/Printing/Copying

- 4.1.** The purpose of providing Internet access is to further the research and instructional mission of the NIMA Institute. More specifically, public access computers are provided primarily for Library-related activities, i.e., to access Library catalogs, databases, websites, and to connect to Library-licensed digital resources and to Library-related links. Library staff offers assistance and instruction in the use of the Internet as a research and information resource.
- 4.2.** NIMA students, faculty, and staff using research materials have priority in use of Library computers.
- 4.3.** A 30-minute time limit may be imposed when others are waiting.
- 4.4.** Users may not maliciously access, alter, damage, or destroy any computer system, network, program, or data.
- 4.5.** The Library has an obligation to maintain a welcoming, comfortable, safe, and harassment-free environment for Library patrons and for NIMA employees. Usage of Library computers must support such an environment.
- 4.6.** Library users are expect to be guided by courtesy, sensitivity, and respect for others when accessing and viewing Internet material and using the Library computers in general.
- 4.7.** Computers may not be used for entertaining purpose including using facebook, Youtube and other entertainment and improper websites.
- 4.8.** Each student is allowed 50 computer print pages per semester.
- 4.9.** Computers CANNOT be reserved. First come, first served.
- 4.10.** Other NIMA departments may use the photocopy machines, but must bring their own paper.
- 4.11.** Photocopying and printing must be limited to small amounts for academic-related purposes. Do not copy personal items or entire books.

5. Rights and obligations of patrons

Patrons have a right to:

- 5.1** Use Library Search software, database, study rooms, and other Library services. In addition, patrons have open access to the Library collections.
- 5.2** As indicated in the Library provisions, articles 3.8, a patron has a right to loan books for home use on a temporary basis.
- 5.3** Open access to library electronic resources from all the library computers
- 5.5.** Make comments and offer suggestions on Library improvement.
- 5.6.** Patrons are welcome to participate in any training offered by the library and are encouraged to ask library staff for assistance.
- 5.7.** Patrons can request the library to order books. Fill and submit the book request form to the librarian by hard copy or by e-mail.

A patron is obliged to:

- 5.7.** Treat Library items with caution. Do not make marks, tear pages out, or make dog-ears. Causing damage to library materials is a serious disciplinary offence.
- 5.8.** Check out material before removing it from the Library premises with the library front desk staff. Departing the library item not checked out is **THEFT**.
- 5.9.** Inspect material before taking it from the Library and inform Library staff if defects are discovered.
- 5.10.** Return Library material on time.
- 5.11.** Maintain strict discipline in the Library. Always act in a manner that does not disturb others.
- 4.12.** Observe strict silence in study rooms. Unauthorized meetings and discussions in the study rooms are totally prohibited.
- 5.13.** Switch off or silence mobile phones before entering the Library quiet zone.
- 5.14.** Return all loaned materials when permanently leaving the NIMA Institute.
- 5.15.** Make restitution for damage to Library collections.
- 5.16.** Pay two times the price of the original copy for lost items, or replace with the latest (revised) edition/version of the original item if approved by the acquisition librarian. If the material is out of print or out of production, the charge will be three times the price of the original, unless the user can replace it with an identical or equal item, with the approval of the acquisition librarian.
- 5.17.** Leave the Library 15 minutes before closing time

6 .Library rights and services

Library has a right to:

- 6.1.** Execute the acquisition of informational resources on the basis of requirement lists submitted by the NIMA Institute programs and to develop the collections based on commonly-used media evaluation resources. These materials are acquired according to the needs of the Institute academic programs.
- 6.2.** Define the procedures for access to Library resources in concordance with approved provisions and regulations.
- 6.3.** Perform control over the lending return of Library materials and to take disciplinary measures towards violators of library rules including the denial of access to the Library and to the Library resources.
- 6.4.** Empower all the members of Library staff to enforce disciplinary and silence in the Library.
- 5.5.** Introduce changes to the library when necessary.

Library accepts the responsibility of:

- 6.6.** Informing patrons of the wide range of provided services.
- 6.7.** Providing services on adequate level and providing patrons with scientific and academic materials in hard copy as well as in electronic format.
- 6.8.** Ensuring the accounting, safe storage, and effective use of materials in electronic, print, and other formats in accordance with established rules for their safety and rational use.
- 6.9.** Lending materials to patrons and ensuring that they are returned on time and in good condition.

For any comments you can contact library staff or email us:

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