

ACADEMIC STAFF GUIDE

Services

As a teaching member of staff you may:

- Borrow fifteen items for loan periods ranging from two week to a semester.
- Request and pay for documents to be scanned onto your memory stick.
- Request and pay for documents to be printed in either colour or black and white.
- Request library or class based bespoke information skills sessions with a librarian for your students.
- Request new materials in a timely manner through the prescribed process managed by the Library Advisory Committee.
- Access teaching materials on a range of topics held in the library archive.
- Request individual bespoke information skills sessions with a librarian for research or current awareness purposes.
- Book and use private study rooms.

Enquiry Support

If you have questions about:

- Library services such as:
 - Item loan/s, (books, DVDs, textbooks, etc.)
 - Special item loan periods: 2 hour/one day loans.
 - Item reservations.
- Finding books, articles, conference papers, technical reports, or other materials held within the Library collection(s) of 40,000 items or its electronic databases with collections totalling more than three million items.
- Current awareness or research support.
- Conducting your literature review for your thesis, dissertation or research.
- Accessing our specialised American collection called 'American Corner.'
- Copyright concerns.

For the above or any other concern or problem related to the library, you may contact the library through one of the following methods:

- Via email at library@ukh.edu.krd
- Via phone on 964 (0)66 2559106
- Come in during our opened hours as advertised on the university web page at <http://www.ukh.edu.krd/library.php>
- Or our Facebook page at https://www.facebook.com/ukh.library/?notif_t=page_user_activity¬if_id=1471672051895322

We would be delighted to see you in the library at any time. If you have any questions please do not hesitate to ask and the staff will be more than happy to assist you

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Library rules – Dos and Don'ts

In order to make using the Library a more pleasant experience and a place in which to work and study, please abide by the following rules –

Library User Dos

- Have your University ID card with you. You will be required to produce it in order to access services and materials such as:
 - borrowing materials.
 - booking a study room.
- Renew your loans before the end of each loan period. Fines will accumulate from the first overdue day at 1000 dinar per day.
- Put your phone on vibrate or silent before you enter the library to ensure the noise does not disturb or distract other library users
- Keep your conversations at a level and length which does not disturb any of the other library users.
- Have small currency notes with you for each library visit to pay for:
 - copies or scans (colour, and black and white).
 - plugs/adaptors.
 - fines.
 - replacement cost/s of lost/damaged loan item/s.
- Pick up any item reserved for you as soon as you are notified. If the item is not claimed within two days, you may lose your opportunity to borrow it.
- Use the study rooms for their intended purposes, and not as personal lockers. They are heavily in demand, and such an action is unfair to others.
- Reserve textbook sets by sending the Library Director a list of your students to whom they will be issued together with the date and time for collecting. (NOTE: The bulk purchasing of textbooks' process was discontinued three years ago. Students are now actively encouraged to buy their own copies of this type of material. Current library practice is to buy limited copies of this type of material)
- Place your order for any new material with your Departmental Library Liaison Committee Representative the semester before you require them. This is to allow time for the material to arrive from the UK.
- If the fire alarm sounds, immediately stop what you are doing, leave the library as directed by the staff, and move towards the assembly areas.
- Check for the library open hours on the [library home page](#) or the UKH Library Facebook page

Library User Don'ts

- Don't leave your laptop or your belongings unattended in the library. They are at risk of being stolen. If found by the Library staff, they will be removed, and you may be required to sign for their retrieval
- Don't eat or drink in the library. You are allowed to drink water from a sealed container.
- Don't bring animals into the library. Guide dogs are the only exception.

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