

Library @

University of Kurdistan Hewlêr



Undergraduate Support

Services

As an undergraduate student you may:

- Borrow five items for up to two weeks at any given time
- 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 individual bespoke information skills sessions with a librarian
- Book and use private study rooms

Enquiry Support

If you have questions about:

- Library services such as:
 - Item loan(s), Book/DVD/Textbook/etc.
 - Special item loan(s), 2 hour/one day loan
 - Item reservations
- Finding books, articles, conference papers, technical reports, or other materials held within the library collection(s) of 41,000 items, or its electronic databases with collections totaling more than three million
- Advising on citation formats
- Current awareness or research support
- 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 by 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

Library rules – “do’s” and “don’ts”

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

Library user “Do’s”

- Always bring your University ID card as you will be required to produce it in order to access services and materials such as:
 - borrow materials
 - book a study room
- Do remember to renew your loans before the end of each loan period; as fines start from the first overdue day at 1000 dinar
- Do remember to put your phone on vibrate before you enter the library for every visit to ensure you do not disturb other library users
- Do keep your conversation at a level and length which does not disturb any of the other library users
- Do bring 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
- Do remember to pick up any item reserved for you as soon as you are notified; as if not claimed within 2 days you will lose your opportunity to use it
- Do use the study rooms wisely and not as your own personal locker; they are always heavily in demand so such an action would be unfair to others
- When the fire alarm starts to ring; immediately stop what you are doing, leave the library as directed by the staff, and move towards the assembly areas

Library user “Don’ts”

- Do not forget to check the library page on the university website or UKH Library Facebook page for changes of hours or service throughout the year
- Do not leave your laptop and /or bags in the library while you go to class or to the canteen for lunch. If found by someone else they are at risk of being stolen. If found by the Library staff they will be removed
- Do not eat or drink in the library, the only exception to this is water in a sealed bottle
- Do not bring animals into the library; with one exception, guide dogs

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