

## Library Usage - Policy & Procedures

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### 1.0 Purpose

- 1.1 The purpose of these policies and procedures is to establish clear guidelines for the use of library facilities and resources, ensuring an environment conducive to study, learning, and research.

### 2.0 Scope

- 2.1 These policies apply to all users of the AUIB Library, including students, faculty, staff, and visitors.

### 3.0 Definitions

- 3.1 Study Rooms - Designated spaces within the library intended for group academic activities and study.
- 3.2 First-Come, First-Served Rooms - Study rooms available without prior reservation, allocated on a first-come, first-served basis.

### 4.0 Policy

#### 4.1 Study Room Behavioral Standards

- Study rooms are intended for academic use only, and not for commercial or business-related activities or for socializing purposes.
- Eating and drinking are not allowed in the library study rooms, except for beverages in covered drink containers.
- Smoking, including the use of electronic cigarettes, is not allowed in the library study rooms.
- Sleeping is prohibited in the study rooms.
- Groups are to be considerate of other library users. Talking must be kept at low conversational levels appropriate for an academic environment.
- Unattended personal property is not to be used to reserve group study rooms. The library is not responsible for any missing objects.
- Study groups assume responsibility for the conduct of all their group members and for the condition of the room.
- Users are not allowed to limit or block access to rooms.
- The number of users in each room must not exceed the posted maximum occupancy limit.



## 4.2 AUIB Library Code of Conduct

- All conversations must be kept at a low volume.
- Consuming food and drinks are not allowed in the library. Exception: drinks with lids/caps.
- Smoking or vaping is prohibited in the library.
- Phones must be kept on silent and phone conversations must take place outside the library.
- If personal items are left unattended, library staff are not responsible for their safekeeping.
- Inappropriate behavior towards staff/students or behavior which violates privacy is not tolerated and is reported to Student Services.

## 5.0 Procedures

### Reservations

- 5.1 Classrooms can be reserved in person at the Library Circulation and Reference Desk or by email at [library@auib.edu.iq](mailto:library@auib.edu.iq).
- 5.2 Study rooms can be reserved using the Study Room Booking link on the library website, by email, or in person at the Circulation and Reference Desk.
- 5.3 Reservations are made in two-hour blocks. Students may remain in the room beyond the two-hour time if the room is not requested by other groups.
- 5.4 Priority is given to groups with reservations. If no reservation is made, rooms are available on a first-come, first-served basis to groups of three or more.

### Maximum Occupancy and Usage

- 5.5 The number of users in each room must not exceed the posted maximum occupancy limit. Study rooms hold a minimum of three people.

## Related Policies and Documents

Student Code of Conduct