

Library Usage - Policy & Procedures

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

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.

AUIB Library Code of Conduct

- All conversations must be kept at a low volume.
- Consuming food and drinks is 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 that 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.

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 Policy