

**Instructions of the Library of the German-Jordanian University
Issued by the University Council pursuant to Article (16/d) of the
Jordanian Universities Law No. (20) of 2009 as Amended**

Article (1)	These Instructions shall be called (Instructions of the Library of the German-Jordanian University No. (1) of (2014)) and shall come into force from the date of ratification.
Article (2)	<p>The following words and expressions, wherever they occur in these Instructions, shall have the meanings assigned thereto unless the context indicates otherwise:</p> <p>The University: the German Jordanian University.</p> <p>The President: the President of the University.</p> <p>The Library: the library of the German-Jordanian University.</p> <p>The Director: the library director.</p> <p>The Regulation: the Works and Supplies Regulation in effect in the German-Jordanian University at the time of ratifying these Instructions and the Regulation amendments, or any Regulation that replaces it.</p> <p>The Committee: the technical committee.</p> <p>The Patron: one of the following categories:</p> <ol style="list-style-type: none"> 1. University students. 2. University employees. 3. Retired faculty members who want to use the library. 4. Subscribers for library services who are non-University staff, under the terms of their subscriptions.
Article (3)	<p>At the beginning of every year, the President forms a committee called (The Library Committee) headed by one of the Vice Presidents and the membership of the Director, as a rapporteur for the Committee, and the vice dean of every school or deanship. The duties of the Committee are defined as follows:</p> <p>A. Plan the general policy of the library, suggest plans for its</p>

	<p>development, recommend amendments for its Instructions, if needed, and suggest ways to improve its service.</p> <p>B. Make recommendations related to the library allocation in the University budget.</p> <p>C. Look into ways of providing information sources and library services and requirements.</p> <p>D. Coordinating purchase of library materials and subscriptions for periodicals and electronic databases between the schools and the library regarding purchases of library materials and subscriptions to periodicals and electronic databases, as well as proposing strategies for computing and the use of information technology systems.</p> <p>E. Discussing issues not mentioned in the Library Instructions and referring them to the President for the appropriate actions.</p>
Article (4)	The library provides references at the request of the academic departments, patrons (within their specialties), or library initiative.
Article (5)	The Director forms a technical committee of three library employees for one year. to look into the needs of patrons and the library, and submit its recommendations to the Director to take the appropriate decision, as well as checking in delivered books and information sources with a value of no more than 500 JODs.
Article (6)	<p>The Director may:</p> <p>A. Purchase of 1-3 copies of every book on the basis of the recommendation of the committee.</p> <p>B. Purchase of ten copies at most of books authored by University employees for the purposes of acquisition, gifting and exchange.</p> <p>C. Subscribe to periodicals (print or electronic) and databases in their various forms, and buy old issues of periodicals in coordination between the library and the concerned parties at the university.</p>
Article (7)	A. With the exception of sources of information which may not be circulated, taking into account the specific circulation period for some information sources and Article (12) of these Instructions:

	<ol style="list-style-type: none"> 1. A faculty member may borrow 10 information sources maximum for a period of one semester. The circulation period ends with the end of the semester regardless of the checkout date per source. 2. A University staff may check out 5 information sources maximum for a period of two weeks per source. 3. A graduate student may check out 10 information sources maximum for a period of two weeks per source. 4. An undergraduate student may check out 5 information sources for a period of two weeks per source. <p>B. Every volume of a book containing multiple volumes is considered a source itself for the purposes of circulation.</p> <p>C. The patron may not check out more than one copy of the same source at the same time.</p> <p>D. If an information source is not available in the library, the patron may request the library to obtain it from any of the member libraries of the Center of Excellence for Academic Services for the Libraries of Public Universities in Jordan.</p>
Article (8)	<p>The circulation period for any information source may be renewed only once at the request of the patron if it is not requested by another patron, or if the circulation of the requested information source is suspended or unavailable for any reason related to the source or the patron, according to the provisions of these Instructions and the decisions issued thereunder.</p>
Article (9)	<p>A. A source of information may be placed on the reserve shelf if its type permits at the request of faculty members or as an initiative by the director.</p> <p>B. Source of information which are on the reserve shelf may be checked out for two hours within the library, pursuant to procedures that organize reserving, using, and circulating such sources within the library issued by the director.</p>
Article (10)	<p>A. Overnight circulation procedures are applied to information sources on the reserve shelf and any other information sources specified by the</p>

	<p>director every once in a while of that are not normally circulated except banned ones.</p> <p>B. Overnight circulation begins one hour before the end of the library's official working hours on every working day including Saturdays, and ends one and a half hours after the beginning of the working hours of the next work day.</p>
Article (11)	<p>A. Print periodicals may be checked out by faculty members only and according to the overnight circulation regulation.</p> <p>B. According to paragraph (a) of this Article, the total number of items, checked out by a faculty member, should not exceed three issues at the same time, and are counted towards the maximum circulation number permitted for a faculty member.</p> <p>C. References may be circulated to faculty members and graduate students per the overnight circulation regulation, provided that it does not exceed three references per circulation period and are counted towards the maximum number permitted for the patron.</p>
Article (12)	<p>A. If patron fails to return a source to the library by the deadline of its circulation for more than 3 days, the patron shall be fined 250 fils per day for every day it is overdue including all holidays. The fine shall not exceed 20 JODs per source per semester, and the summer semester is treated as a regular semester for this purpose. The fine is repeated for every following semester or part of it, taking into consideration the maximum fine per semester provided that the fine does not exceed 60 JOD.</p> <p>B. If an information source that is checked out according to the overnight circulation regulation is overdue, the patron is fined 100 fils per hour, including after work hours, up to 20 JOD per source per week.</p> <p>C. If an information source is one year overdue, it is considered lost, and the patron is fined pursuant to Article (15) of these Instructions.</p> <p>D. The President may, upon a recommendation from the director, deduct the value of any due fines from the salary or remunerations of</p>

	<p>University employees, or orders it to be collected as service fees that are due for academic registration for students, or obtaining a clearance. As for subscribers, the fine is deducted from the money they deposit to receive library service.</p> <p>E. If the value of the source or sources exceeds the deposited amount for subscribers, the President may prosecute them if they refuse to pay it voluntarily.</p> <p>F. If the due day to return a source of information falls on an official holiday or a day where library services were held for any emergency circumstances, that day is dropped from the delay time.</p>
Article (13)	<p>If the information source belongs to some different library other than that of the University and was borrowed by the library for a patron, the circulation period is four weeks for faculty members and graduate students and two weeks for others. The borrowed source counts towards the maximum number of sources that a patron may check out at the same time. The provisions of the instructions in effect at the original loaning party shall apply to cases of delay, loss, or damage.</p>
Article (14)	<p>A. The President may partially or totally relieve a patron from the fine resulting from overdue library resources if the patron puts forward reasons which the President may accept.</p> <p>B. The director may cancel a fine resulting from a bug, technical error or sudden malfunction in the circulation system.</p>
Article (15)	<p>A. If a patron continues to delay the return of a source of information he checked out or ignores the library's recall notice for a period of one year, the President may, with the recommendation of the director, apply the suitable paragraph of Article (12) of these Instructions.</p> <p>B. Any patron who suffers a fine for delay, damage, or loss may not check out any library resources until he clears this fine.</p>
Article (16)	<p>A. If the patron loses an information source, he is fined three times the value of that source in addition to two JODs for binding costs, in addition to delay fines, which shall continue accumulating until the</p>

	<p>day the patron settles them and get a clearance.</p> <p>B. If a patron loses one volume of a multi-volume source, he is fined with the current market price of the full set, in addition to two JODs for binding costs for every lost part, and the fines for late return shall continue from its due date until the date the patron notifies the library of its loss. If it is found that the source was not lost, overdue fine applies.</p> <p>C. After paying the fine stipulated in paragraph (b) of this Article, the patron is not entitled to possess the other volumes/parts of the set of which he lost a part. This paragraph applies to original CDs and the books that accompany the CDs as one whole unit. The fine is calculated on the basis of the current market value of the CD and the accompanying books be it the disk that is lost or its accompanying materials. The fine for losing or damaging a copied disk is one JOD per disk.</p> <p>D. If a patron loses a book that the library received as a gift or exchange, the technical committee estimates the price of the book. What is mentioned in paragraph (a, b, c, d) of this Article applies to the patron. In this case, the fine shall be based on the value estimated by the director.</p> <p>E. The director may accept a substitute, original and good copy for the lost source provided that it matches the bibliographical information or a more recent edition than the lost one, in addition to two JOD as binding costs and the due fine for the delay.</p>
Article (17)	<p>A. If a patron damages any information source on purpose, for example tear pages partially or wholly, write on the margins of the source or mark on its lines or underline them, the patron is fined four times the value of the source and its volumes, in addition to two JODs per volume as binding costs. The patron is not entitled to obtain the damaged copy. The director may report him in writing to the President in order to take the proper action against him.</p>

	<p>B. If the damage to the information source does not exceed the removal of the cover, the patron is fined three JODs (one JOD for restoration and two JODs for rebinding) provided that the damage does not get to the material of the source and that there is no defect or loss resulting from the damage. It is also necessary that it is possible to bind the source without loss of any material.</p>
<p>Article (18)</p>	<p>The following bases shall be taken into account when the provisions of Articles (16) and (17) of these Instructions are applied:</p> <p>A. The fine value for loss or damage is calculated based on the Jordanian Dinar exchange rate to other currencies as published by the Central Bank of Jordan (CBJ) on the date of the purchasing of the missing or damaged information source, or on the due date of the source whichever is higher, and not necessarily according to its value in the account book when it was purchased.</p> <p>B. The value of graduation projects is JOD 15 (fifteen JODs). The estimated value of a thesis of the University or gifted to it JOD 25 (twenty-five JODs) for a master's thesis and JOD 30 (thirty JODs) for a doctoral thesis.</p>
<p>Article (19)</p>	<p>A. Band information sources may be used for the purpose of scientific research with the director's written approval, taking into account the applicable legislations and decisions.</p> <p>B. A patron may view band information sources inside their assigned hall. Such sources are not allowed to be checked out, photocopied, or reproduced partly or wholly in any way.</p> <p>C. The Director may lend band information sources to other public Jordanian universities within the official interlibrary loan agreement, provided that such sources shall be delivered to an authorized delegate from the public university, or according to the interlibrary loan agreement between the Center of Excellence between the libraries of member universities.</p>

Article (20)	The library provides paper and electronic photocopying and printing services for a tariff determined by the President upon the recommendation of the Director which can be modified from time to time.
Article (21)	Those who conduct photocopying and copying in any form in the library are committed to abide by the intellectual property protection legislations in force in the Hashemite Kingdom of Jordan.
Article (22)	The tariff of photocopying, copying, and printing of the various information sources is determined for the Jordanian universities under the terms and conditions of agreements concluded with these universities, taking into account Article (20) of these Instructions.
Article (23)	<p>A. A patron may access the database of the Arabic Digital Library of Yarmouk University, as well as the university theses database of the University of Jordan when available in the University library according to the terms of access and usage determined by Yarmouk University, the University of Jordan, and the University based on decisions issued by the President upon the recommendation of the Director.</p> <p>B. Non-University staff and institutions may subscribe for library services under conditions and fees determined by the President upon the recommendation of the Director.</p> <p>C. Application forms for subscription of individuals and institutions for library services and the fees upon filing an application, subscription fees and the services related thereto, such as issuing a subscriber card and the fees thereof shall be determined by the President upon a recommendation of the Director.</p> <p>D. The library notifies the head of the University's General Services Department by sending a copy of the subscription form of the non-University staff patron, so as to allow the patron into campus for the mere purpose of using the library and only during the validity of the</p>

	subscription period.
Article (24)	<p>A. A valid University ID for students and staff should be displayed to enter the library and to check out any information source,</p> <p>B. Doctoring a patron's ID to others to benefit from the library services or just entering it is prohibited. If this happens, the ID may be confiscated by the librarian when such action is noted and delivered to the Director, and the Director may inform the President about such action in writing.</p>
Article (25)	If a patron shows any misbehavior and/or violates the instructions of the library, the director may prevent him from entering the library for a fixed period, and may inform the President in writing to take any other actions against him. If the patron is no-University staff, the director may prevent him from entering the library for a certain period of time or cancel his subscription; in that case, the Department of General Services shall be informed in writing.
Article (26)	<p>A. If a patron loses his ID, he shall personally notify the library immediately.</p> <p>B. Patrons may not claim for any reason that they have not borrowed any books registered in their accounts in the circulation system even if those books are not in their specialty field.</p>
Article (27)	Library visitors and patrons must show materials they have to the door guard. The guard or any employee of the library to search bags while entering or exiting the library; they are also entitled to perform a personal check in suspicious circumstances or doubt that library property has been harmed, prohibited material being taken into the library, or some other patron's property has been stolen, provided that female employees only may conduct this search to females.
Article (28)	The Director shall be entitled to take the necessary actions to regulate the

	use of all types of devices available in the library.
Article (29)	The Director may exclude any information source from service of regular or overnight circulation or prevent its use inside the library, if the condition of that source or the general interest requires this.
Article (30)	<p>A. The library provides within its capacity Carrel devoted for faculty members, graduate students, and researcher visitors to the University for more than a week and obtain an approval from the President.</p> <p>B. Research rooms are to be allocated to patrons within priorities determined by the Director. Patrons are to abide by the terms of research room use and end of use. These procedures might require fees in exchange for the services of the research rooms determined by the President, upon the recommendation of the Director.</p> <p>C. Patrons may use any information sources within the research rooms.</p> <p>D. Patrons may keep any checked out information sources in the research room, and the provisions of circulation duration shall apply to them.</p> <p>E. The patron may not receive anybody to the research room.</p> <p>F. Doctoring a patron's right to others to use the research room to anyone is prohibited.</p> <p>G. Group research rooms (when available) may be reserved by a number of patrons for two consecutive hours per day by registering their names at the assigned librarian.</p> <p>H. Group research rooms are restricted for the purpose of studying and scientific research. In the case of violation, the librarian may inform the Director to take appropriate actions, such as canceling reservation and preventing violators from booking these rooms in the future for an estimated period. The director may inform the President of those violations writing.</p> <p>I. If it appears that rooms are intentionally monopolized by a certain group, the director is entitled to take any required procedures to</p>

	prevent such a behavior.
Article (31)	Retired University employees shall have the same treatment of faculty members, such as benefiting from the library services; and shall abide by the obligations of the patrons set forth in these Instructions. In the case of book circulation the patron shall pay a refundable deposit determined by the President upon a recommendation from the Director.
Article (32)	Patrons may not bring minors to the library with them; in the case of violation, the University is not responsible for whatever happens to them.
Article (33)	The University may use audio/video recording, or any data from Library systems or its employees to prove any violation cases within the library for the purposes of investigation within the University or before the official judicial authorities.
Article (34)	The Director is entitled to assign the necessary bases and procedures to implement these Instructions.
Article (35)	The President takes the appropriate decisions in cases not included in these Instructions.
Article (36)	The President of the University and the Director of the library are responsible for executing the provisions of these Instructions.