

Leila Miqdadi Al-Qattan Library **Library Use Policies**

Purpose: To regulate daily operations in the library as a public facility within the foundation and identify guidelines for its role.

Circulation: The policy shall be posted on the website and made available to the public.

Library Mission/General Values:

- The library team is committed to serving all patrons without discrimination, in line with the visions and standards of A.M. Qattan Foundation.
- It welcomes all, including members and guests, to study, read and work collectively.

Library Services:

- Library membership is free after filling out a membership form. The form is available on the foundation's website.
- Book and resource lending services and room reservation are only available to library members and foundation staff, as detailed under 'Library Services'.

Resources:

- The library offers 15,000 physical titles covering all fields of knowledge, including 1,000 titles for children and adolescents.
- Available titles include reference, encyclopedias, journals and audiovisual materials. The library has six public computers available for use. Free access to the JSTOR digital platform is available while on the library's network or using its public computers, allowing access to over 75,000 digital books.
- Two projection screens are available in the study rooms.
- Free internet service is available on library premises.

Study Rooms:

- Library members and foundation staff and can use the study rooms for free; reservation is required.
- Study rooms are not to be rented out for private activities, such as courses and private lessons.
- Groups can book a room for a maximum of three hours, and individuals can book for a maximum of two hours.
- Reservations can be made by phone, email or in person.
- Reservations are held for 15 minutes, after which they are cancelled..
- Visitors should observe library closing times, vacate the study rooms at the agreed-upon time and leave the door open upon departing.
- The library's general rules apply inside study rooms.

Story Room:

- The Story Room is available for children aged eight and above, or younger children accompanied by adults, for reading and using available resources.
- The room is not to be used by adults without consulting the library team.
- Children under the age of eight shall not be left in the room without supervision.
- The library's general rules apply inside the Story Room.

Book Reservation and Lending Services:

- Adults can borrow books from the library for a period of three weeks.
- Children can borrow books from the library for a period of two weeks.
- Members can borrow a maximum of two books at a time.
- The loan period can be extended in person, by phone or via email.
- A fine of one shekel per day is applicable for each day the book is overdue.
- If the borrowed item is lost or damaged, a replacement fee equivalent to its value shall be charged.
- Users can reserve books for a period of three days.

Selling Books:

- Only the foundation's publications, including novels, stories, poetry collections, exhibition publications and art studies are available for sale at the library.
- The library can sell external publications only in the following cases:
 - o The writer is the producer and distributor of the publication/self-publication.
 - o The publication is recommended by a reading committee regarding the quality of the content.
 - o The publication shall be for sale in the library for a previously agreed-upon period.

Photocopying and Printing:

- The library provides photocopying and printing services in black and white only.
- Users can make up to 15 pages of photocopies from books and documents.

Library Use Guidelines:

- Order and silence shall be observed at all times.
- Eating is prohibited inside the library.
- Beverages are not allowed inside the library. Only tightly sealed water bottles are allowed inside.
- Visitors are responsible for their personal belongings. Do not leave electronic devices and personal belongings unattended.
- Study tables on the second floor are for shared use and cannot be reserved.
- Tables should be left clean and tidy.
- Smoking, in all its forms, is prohibited inside the library.
- Phone use or playing any kind of sound is not allowed inside the library.
- Users shall observe general manners and refrain from disturbing or bothering other users.

- Users are expected to respect library furniture and equipment and to use them responsibly.
- Report any misuse or inappropriate behavior inside the library. Complaints can be followed up on through the foundation's website.
- In cases of emergency, please adhere to the library team's instructions and follow evacuation plans.

Opening Hours:

- The library is open daily except on Fridays.
- Opening hours are 8:00 AM to 7:00 PM daily, and on Sundays 8:00 AM to 4:00 PM.
- During summer months, the library is open until 9:00 PM.
- The library is closed on official holidays.