

	Bayan College	
	Bayan College Library and I.T. Policy	
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The Bayan College Library (BCL) is committed to providing the highest level of service, access, and instruction to all library users. BCL primary mission is to serve the Students, Faculty, and Staff of the Bayan College. Moreover, BCL is also open for external users provided that they follow the rules and regulations of the Library.

Purpose

To govern library operations including the implementation of the rules and regulations intended for library users of academic infrastructures, books, newspapers, journals, e-journals, and other electronic files at Bayan College.

Guidelines for Users of Copyrighted Materials and Licensed and Other Electronic Resources.

1. Protect the privacy of your BC Online ID and Password, and do not share this access with other individuals.
2. Library users are expected to respect copyright ownership and, when appropriate, obtain permission from owners before using or copying protected material.
3. Use electronic information resources for educational and research purposes only in an ethical and lawful manner. Electronic information resources are not available for commercial or other for-profit purposes.
4. All patrons using online and Internet resources are expected to show common courtesy and respect for the privacy and sensibilities of others and to avoid accessing illegal forms of expression.
5. The BCL's collections and services are developed for an adult audience, and the library offer open access to a number of electronic resources such as EBSCO as well as the Internet. Use of the resources is not monitored by library staff. In all cases in which non-BC students under the age of 18 are using these resources, parents, guardians, and other adult care providers are responsible for overseeing and supervising the minors' use of the Library. For the purposes of this policy, currently enrolled BC students are considered adults.
6. The BCL is not liable for any damage to a customer's disk or computer that may occur from use of the Internet at the library; nor is the BCL responsible for any liability that may occur as a result of the disclosure of financial or other personal information while accessing the Internet at BCL.
7. The BCL does not release information on the use of the Internet by library users except as required by law.

Use of the Internet

1. For the purposes of this policy, workstations require BC Online ID and Password for login.
2. The BCL provide open access to the Internet for authorized users for academic and educational purposes. Academic freedom in teaching and research and the right of freedom of speech are fundamental principles of the BCL.
3. This policy upholds the individual's right to privacy, and staff do not monitor content or censor access to materials that others may find offensive.
4. Users should strive to be sensitive to the diverse population accessing College computers, and all should treat others with dignity and respect.

Social Media Commenting and Posting Guidelines

Bayan College Library encourages participation on all of its social media platforms; however users must keep postings and comments appropriate for all audiences. BCL reserves the right to remove any content that is deemed, in its sole view, to be inappropriate in nature. BCL is not responsible for the content posted by others on its social media platforms. User content is the opinion of the specific author and does not necessarily represent the opinions of the library. All users are encouraged to help in creating a safe and engaging environment for Bayan College online community.

Borrower Responsibilities Library borrowers should familiarize themselves with access, circulation, and request services, policies, and procedures including the procedure for borrowing, renewing, and returning library materials.

Specifically, borrowers must:

1. Come to the library prepared to present a valid BC ID Card or Oman identification card. These forms of identification are not transferrable and should not be loaned to others.
2. Follow appropriate procedures to check out library materials before removing them from the library.
3. Borrowers are responsible for what they check out, for keeping track of due dates, for renewing and/or returning items on time in the same condition as when they were checked out, and for monitoring and responding to library notices.
4. Library items are subject to recall at any time and will need to be returned within 14 days of the first recall notice date to avoid overdue charges.
5. Do not re-shelve library materials, including items a borrower has checked out.
6. Maintain email and postal mailing address information:
 - a. Keep email and postal mailing addresses up to date in College and Library records. The BCL assume no responsibility for undeliverable or misdirected notices.
 - b. Library users must ensure that email from BC email address is not diverted to junk or spam quarantine files.
 - c. BC Students, Faculty, Staff, and Affiliates who do not use their BC email account must be certain to create appropriate forwarding settings from the BC account.
7. Pay Library Fines, Fees, Lost Item, and Damage Charges.
 - a. Timely payment of accrued library charges is expected.

- b. BC Students, Faculty, Staff, and Affiliates may pay charges due at the cashier as may be advised by the library staff.
- c. All library users may pay in person at the checkout desk or to the address provided in the Notice of Fine.
- d. Payment of library charges is the responsibility of the borrower regardless of being away from campus or out of town, unread email, never received notices, etc.

Care and Handling of Library Materials

All library users can help extend the life of the Bayan College Library' collections by following these guidelines:

1. Protect borrowed materials from rain, dampness, sun, heat, pets, food and drinks.
2. Handle books carefully, especially when photocopying.
3. Mark pages by using a bookmark; do not bend corners of pages or use tape, sticky notes, paper clips, or other objects.
4. Take notes rather than using highlighters, underlining, or writing in the margins of the Library' books and periodicals.
5. Avoid eating snacks and drinking beverages while handling or working around library materials.
6. Notify the library staff at any service desk if a book scanned needs repair.

Guidelines for Users of Equipment and Facilities. The facilities of BCL are intended for research and study, to support the mission of the College, and to preserve and protect the collections and resources for future users. Expectations of library users include, but are not limited to, the list provided here:

1. Access to library facilities beyond study facility hours is subject for Dean/ HoD approval.
2. Library patrons cannot enter library staff work areas without permission or appointment.
3. Follow all instructions provided for use of library equipment including computer workstations, and all other electronic devices.
4. Food and drink are not allowed in the library. Possibility of spills may happen. Library users are asked to help maintain a clean, pest-free environment, and to aid in the preservation of library collections and equipment.
5. For personal safety, wearing of appropriate clothing and shoes while inside any library location is mandatory.
6. Never leave personal items unattended. The BC Library will not be responsible for the lost personal items. Items left unattended for an extended period of time may be removed by library staff or by the Security personnel.
7. All library users are expected to leave library buildings at closing time and when an evacuation alarm has sounded or is announced. In the case of a severe weather-related watch or warning, all users are expected to follow instructions provided. Announcements and instructions will be provided by library staff, the BC PA system, and/or by BC security personnel.

Noise Policy BCL is committed to providing a welcoming environment that is conducive to a variety of study and research needs. Noise should be kept to a minimum throughout the library, and the guidelines outlined here are strictly enforced:

1. Strictly no playing of music or video in the library.
2. Quiet study areas are designated inside the library. Conversation and phone use are not permitted in these areas.
3. Group study is permitted in places that are not designated quiet study areas. However, conversations should be kept at a low volume.
4. Mobile Phones Zones: Mobile phones must be turned off or set to silent mode in all of the library. Use of mobile phone to make or receive calls must be done outside the Library with the given space. There are no phone friendly areas inside the library.

Prohibited Behaviors in the Bayan College Library. Prohibited behaviors include, but are not limited to, the list provided below:

1. No pets are allowed in all facilities of the Bayan College Library. An owner-accompanied service animal is permitted in all library buildings as a reasonable accommodation to assist the owner. This is for students with special needs.
2. Smoking, and use of tobacco products, electronic cigarettes and similar devices, are not permitted in the library.
3. Behavior that interferes with normal use of the library is not allowed. Examples of unacceptable behavior include, but are not limited to: Excessive noise from loud voices, cell phones, and personal listening devices; Rowdiness and abusive language; and Inappropriate use of equipment and computers.
4. Behaviors that are inappropriate in library facilities are not allowed. Examples of inappropriate behavior include, but are not limited to:
 - a. Exhibit of any threatening or intimidating behaviors, e.g., abusive language, staring, threats of violence, or any other type of harassment.
 - b. Use of library space for prolonged or habitual sleeping or as living quarters.
 - c. Use of restroom facilities for purposes other than which they are intended.
 - d. Posing a sanitary, health, or safety risk to self or others, including offensive body odor.
 - e. Engaging in sexual harassment or overt sexual behavior.
5. Misuse, misappropriation, or damage to library collections, resources, furniture, buildings, or equipment is not allowed.