



Rules and Regulations for Using the Reading Room

To maintain an organized and conducive study environment, all students must adhere to the following rules and regulations when using the reading room:

1. Reading Room Coordinators & Access - If you need to use the reading room please contact the following:

- The female students' reading room is managed by
Mrs. Badriyah +966558584343
- The male students' reading room is managed by
Mr. Tariq. +966543421977

2. Borrowing Books

- Students can borrow up to two books at a time by filling out the **Borrow Request Form**, which is available online.
- The maximum borrowing period is two months.
- If needed, students may extend the borrowing period by filling out a **Borrow Extension Form** before the due date

Book Return & Responsibility

- Books must be returned in good condition.
- If any apparent damage is found upon return, the student will be required to replace the book, or their book return slip will not be signed.

3. Room Occupancy & Waiting List

- The maximum occupancy for the reading room is four students at a time.
- If more students wish to use the room, their names will be added to a waiting list and given access based on availability

4. Printing & Copying Rules

- The reading room printer can be used for printing and making copies.
- Students are allowed to print a maximum of 10 pages per session.
- Students must respect the needs of others and avoid excessive use of paper, as it is a shared resource.

5. Digital Library Access

- Students can use the reading room PC to access the Saudi Digital Library by logging in with their kku.edu.sa credentials.

6. Cleanliness & Conduct

- Students must keep the reading room clean and tidy.
- Food and drinks are not allowed inside the reading room.
- Books, PCs, and furniture must be handled with care.
- Respectful behavior must be always maintained.

By following these rules, we can ensure that the reading room remains a welcoming and productive space for all students.

For any inquiries or assistance, please contact the reading room coordinators.

Updated: Feb 12th, 2025.