



Welcome to the Great Heights University Library.

These resources and spaces are here to support your academic endeavors, research, and independent study. By using this library, you agree to abide by the university's policy. Please help us maintain a safe, productive, and ethical environment.

THE DO'S — Library Etiquette & Responsibilities

- **Access & Identification:** Always present a valid GHU student or staff identification card to gain access to the library.
- **Environment:** Respect library etiquette by maintaining strict silence and a professional, respectable behavior at all times.
- **Security Compliance:** Cooperate with security protocols; please note that all laptop bags are subject to search upon entry and exit.
- **Care of Property:** Treat all library materials and property with respect. Users will be held responsible for the full cost of repair or replacement for any damages caused.
- **Borrowing Procedures:** Ensure all library materials are properly issued before removing them from the premises. Return items promptly to avoid daily late penalties.
- **Account Clearance:** For official clearance, ensure you first return any outstanding materials, settle all applicable fines, and obtain official library clearance.

THE DON'TS — Prohibited Activities

To ensure equitable access, safety, and comfort for everyone, the following activities are strictly prohibited:

- **Disruption & Noise:** Making noise, talking loudly, or behaving in a way that disrupts other users' study or library operations.
- **Food & Drink:** Eating and drinking within any zone of the library premises.
- **Unauthorized Removal:** Removing books, journals, or property from the library without proper checkout authorization.
- **Resource Abuse:** Failing to return recalled loan materials when requested by the Librarian.

COMPUTERS AND INTERNET USE

To maintain the security and integrity of our digital infrastructure, users must adhere to the following IT guidelines:

- **Workstation Limit:** Only one person is permitted per computer workstation at any given time.
- **Academic Focus:** Use of library computers is strictly limited to internet research, accessing electronic resources, and consulting the Online Public Access Catalogue (OPAC).
- **System Tampering:** Strictly do not change software configurations, system settings, or install unauthorized software on library computers.
- **Policy Awareness:** All users are expected to familiarize themselves with and adhere to the university's comprehensive ICT policy.

Consequences of Violations & Enforcement

Failure to follow these rules disrupts the academic community and compromises library security.

Notice: The Librarian reserves the right to recall library materials on loan at any time.

Furthermore, the Librarian reserves the right to withdraw or completely refuse library services to any user who disregards the above-listed rules and regulations.