TIMES HIGHER EDUCATION IMPACT RATINGS

SDG 11.2.2

Public Access to Libraries

11 SUSTAINABLE CITIES AND COMMUNITIES

University of Sharjah Visitors Policy (LIR-07)

The University of Sharjah promotes community access to educational and research resources through its officially approved Visitors Policy (LIR-07), effective from 1 November 2019. Administered by the Library Department and approved by the Dean of Academic Support Services, the policy establishes provisions allowing individuals outside the university community to access library facilities and resources.
The policy welcomes external visitors, including researchers, students from other institutions, members of the local community, and visitors from outside the United Arab Emirates. It enables these individuals to benefit from the University's library facilities, information resources, computing equipment, and online research resources, supporting the University's commitment to community engagement and knowledge accessibility.

Under the Visitors Policy, members of the public may access University of Sharjah libraries by presenting photographic identification and registering their names, organizations, contact information, and purpose of visit in the Visitors' Logbook at the library circulation desk.
Visitors may use library computers for research purposes, subject to availability, with priority given to university students and staff. Library personnel can provide access to the online catalog and other permitted electronic resources through a designated public access account.
The policy also establishes standards for responsible use of library facilities and computing resources, including compliance with copyright regulations, appropriate conduct, and university network access requirements.
Through these provisions, the University of Sharjah provides a formal mechanism for public access to its libraries, enabling external researchers and community members to benefit from academic and informational resources while maintaining appropriate facility management and access controls.

جامعة الشارقة UNIVERSITY OF SHARJAH	Policy Main Title	Library	Effective Date	1/11/2019
	Policy Subject	Visitors	Last Review date	1/11/2019
	Policy Number	LIR-07	Next Review date	1/11/2025
	Responsible Entity	Library Department	Approved By	Dean of Academic Support Services

Overview

Visitors are the users who are not involved in the university community. Visitors are welcome to use, on campus, the facilities and resources of the University of Sharjah Libraries. To contribute to the University of Sharjah's strategic goal of providing the local community with support and access to services and resources available on the University campuses, the University Libraries provide the public with access to information resources as well as computing facilities and online resources. This policy ensures the proper use of facilities, including computing equipment. Visitors are expected to adhere to this policy.

Scope

Outside Users, researchers, students, etc. Users may be from UAE or visitors from other countries doing research and in need of the library resources.

Purpose

The library responsibility toward the community and society. To allow researchers from the Community to benefit from the library's resources and facilities.

Policy

- Public users should show a photo ID, register their names, organizations, contacts and purpose of the visit at the Visitors' Logbook at the Library circulation Desk.
- Use of computers by visitors is subject to availability. They are available on a first come, first serve basis. Priority is for UOS users.
- Library staff shall login with the public access account to allow visiting researchers to search the online catalog and other resources.
- The Librarian has the right to ask visitors to stop working on any of the computers should there be need for the station by UOS staff or student.
- Computers are intended for research purposes only, which is consistent with the academic and research activities of UOS.
- Excessive noise, loud conversation and viewing improper websites are not permitted in the Library and will lead to computer access termination.
- The Library is not responsible for a visiting user loss of or damage to data, documents or disks while using Library computers. Also, the Library is not responsible for loss of data due to service interruption. Library staff shall not be able to assist in the recovery of data.
- Users should not save data directly onto the desktop of a Library computer.
- The Library is not responsible for visitors' unattended personal belongings.
- Visitors should strictly observe all copyright laws.
- Users should not make copies or install software on any of the Library computers.
- Visitors shall use the computer as is. The Library shall not install or remove any software.

- To keep in line with the university Computer Network Access Policies, visitors should not attempt to access UOS computers, network, software, etc. that they are not authorized to access.
- Visitors who fail to comply with the 'Visitors Policy' shall be banned from future visits, especially computer access privilege. Library shall not allow him/her to access any of UOS Libraries.