

Standard Operating Procedure (SOP)

Library Facilities and Equipment Usage Guidelines

This SOP establishes clear **library facilities and equipment usage guidelines** to ensure efficient, respectful, and safe use of library resources. It covers rules for accessing library spaces, proper handling and use of computers, printers, and other technological equipment, protocols for borrowing and returning materials, maintenance of a quiet and conducive study environment, and responsibilities of users to prevent damage or misuse. The goal is to promote a productive and welcoming atmosphere for all library patrons while preserving facilities and equipment.

1. Purpose

To provide standardized procedures and guidelines for the appropriate use of library facilities and equipment, ensuring access, safety, and preservation for all users.

2. Scope

This SOP applies to all library users, including students, staff, faculty, and external visitors.

3. Responsibilities

- **Library Staff:** Monitor and enforce guidelines, provide assistance, and maintain facilities and equipment.
- **Users:** Follow all guidelines, respect library property, and report any issues or damages promptly.

4. Guidelines

4.1 Access to Library Facilities

- Library operating hours must be observed at all times.
- Valid identification must be presented upon entry, where required.
- Food and uncovered drinks are not permitted in study areas and near equipment.
- Designated quiet zones must be respected; group study areas are available for collaborative work.

4.2 Use of Computers and Technology

- Computers are available on a first-come, first-served basis unless reserved.
- Use library computers for academic and research purposes only.
- Do not install software, change settings, or attempt to access restricted areas of the system.
- Report malfunctions or technical issues to library staff immediately.

4.3 Printers and Other Equipment

- Follow posted instructions for operating printers, scanners, and copiers.
- Promptly collect printed or copied materials.
- Report paper jams or technical issues to staff without attempting to repair equipment yourself.
- Respect usage limits and printing policies to ensure resources are available for all.

4.4 Borrowing and Returning Materials

1. Present valid ID/library card for all borrowing transactions.
2. Check loan periods and due dates for all items.
3. Return borrowed materials on or before the due date to avoid fines.
4. Report lost or damaged materials immediately to library staff.
5. Follow procedures for reserve and reference items, which may have restricted usage.

4.5 Study Environment and Conduct

- Silence mobile devices or use headphones with audio at a low volume.
- Maintain quiet in designated study areas.
- Dispose of trash properly and keep workspaces clean.
- Respect others' right to a conducive study environment.

4.6 Care and Preservation of Library Resources

- Handle books, furniture, and equipment gently to avoid damage.

- Do not mark, deface, or mutilate any library property.
- Immediately inform staff of any accidental damage so repairs can be made promptly.

5. Violations and Penalties

- Failure to comply with these guidelines may result in loss of privileges, fines, or disciplinary action as per library policy.

6. Review and Updates

This SOP will be reviewed annually and updated as needed to reflect changes in policy or resources.

7. Contact Information

For questions, assistance, or to report an issue, contact the library help desk or email library@yourinstitution.edu.