

Mechanisms of the Library

1. Library starts work at 8:30 a.m. until 5:00 p.m. throughout the academic year, and until 2:00 p.m. during the summer holidays.
2. The library provides internal access service, as well as direction and guidance.
3. The library provides current comprehension service and selective transmission of information.
4. The library provides service of photocopying of books, periodicals and scientific papers, as well as printing service (with fees) using computers in the library.
5. The University prepared well equipped, quiet studying halls for all university students to study their lessons in a calm atmosphere. Work starts at 8:30 am and continue until 12:00 a.m. during the academic year.
6. The library forbids photocopying of full-text references or scientific theses except after getting the approval of the author to reserve the intellectual property rights.
7. The library forbids copying CDs to realize financial benefit
8. The library also provides external borrowing service, when there are more than one copy and susceptible to borrowing rules stated in the bylaw of university libraries, and duration of borrowing is fifteen days. The borrower is to restore the books during that time or else he/ she will be subject to the bylaws of university libraries. The library has the right redeem the borrowed books during that time.
9. The borrowing limits are maximum ten books for faculty members and seven books for their assistants, and two books for students enrolled in the faculty as well as employees working in the same Faculty of the library.
10. The library provides lending scientific CDs (CD) to be presented to students through computers and display screens inside lecture halls, and during the period of the lecture only.
11. Borrowing Service is stopped during the period of annual inventory of the library; however, it allows only internal reading service in cases of extreme necessity without disrupting the library inventory.
12. The library has an integrated hardware system (audio and video) (Videos - scientific tapes Transparencies- scientific slides - Data Show - scientific display screens - television -

video cameras - Cassette) .The seminars of Master's and doctoral degrees, scientific seminars and workshops are held within the library. The use of the unit's is permitted after a prior written approval by Prof. / Dean of the Faculty.

13. A video conferencing (distance learning) unit, purchased to meet the requirements of modern scientific process is currently under establishment.
14. Library is establishing a digital library to serve quality and modern education requirements
15. The University participates in global databases which provide thousands of fully published books and scientific journals on World Wide Web (Internet) and which can be accessed from anywhere the university, Users can learn how to log on by asking librarians about this site.
16. The library classifies and indexes books according to "Diwi" international system, classification numbers are placed on the book foot to facilitate the process of arrangement in the proper place.
17. The Library Committee at the faculty meets once per month to discuss the budget of the library, the work system, main problems, and how to find solutions to them, reviewing and discussing the monthly report of the library, the Committee is composed of a chairman and four members of the faculty members. The secretary of the Committee is Head of the library

The Social and Environmental Requirements of the Library

1. Maintaining the cleanliness of the Library to fulfill its mission.
2. Respecting order, rules and regulations are of the basics of a civilized environment.
3. The availability of air conditioners inside the library to create an atmosphere suitable for quiet study and reading.
4. Library halls lie in well-ventilated areas.
5. Availability of fire extinguishers to fulfill the principles of library fire safety and environmental security.
6. Availability of Cultural books to expand perceptions of the individual and to develop culture is considered of the basics of community service.
7. Presence of instructions and signs that warn against environmental pollution.

8. Availability of periodic environmental newsletter of Assiut University in the library, as well as the specification of a special place for Assiut University Journal for environmental studies and research.
9. Warning against damaging the infrastructure of the library facilities and books.
10. Participation of female students in the Journal of the library, as well as in ordering books in specified places to generate in order to establish the principle of community participation.

Digital library and self-learning

Academic libraries aim at providing the necessary services and satisfying the needs of the university in areas of education, scientific research and community service through:

1. Establishing a digital library to satisfy the requirements of quality and modern education.
2. facilitate the use of the contents of the digital library through the provision of adequate information on how to use digital library for undergraduates and researchers, faculty members and their assistants or other postgraduate students.
3. The possibility of borrowing scientific CDs to be presented to students through computers and display screens within lecture halls and during the lecture only.
4. Enhancing relations in the field of libraries and information between the University and other universities and organizations that serve the educational process and research in general.
5. Digital library of self-learning starts work at 8:30 am until five5:00 pm throughout the school year, and up to the 2:00 p.m. during the summer vacations

Intellectual Property

Intellectual property refers to creations of mind: inventions, literary and artistic works, symbols, names, images, models and artificial designs.

Copyright:

1. Copyright is a legal term describing rights given to creators and innovators in their literary and artistic works. It is a fundamental right of human creativity to encourage the creators to publish their works without fear of duplication, copying or piracy. The creative work is considered protected under copyright as soon as it is prepared.
2. Copyright includes the following types of works: literary works such as novels, poems, plays and references, newspapers, computer programs and databases, films, music, artistic works such as paintings, drawings, photographs, sculptures and works of architecture and geographical maps and technical drawings.

The rights conferred by copyright:

The original creator of the work and his heirs enjoy the right to use or authorize others to use the work on agreed terms. The creator of a work can prohibit or authorize the following acts:

1. Reproduction in various forms such as printed publication or sound recording.
2. Public performance, as in a play or musical work.
3. Make recordings of the work on CD or audio tapes or videos.
4. Broadcasting the work by radio or cable or satellite.
5. Translating the work into other languages or modifying it from a story of fiction into a movie.

The Standard legislation for copyright protection Section I: The scope of protection

Article I

The protection granted in this legislation applies to all creative works whether literary, artistic and/or scientific, whatever the value of such works or the purpose of their authorship or manner or form of expression, once the work is created and without any formal procedures.

Section II: Sanctions Article forty-two

6. The competent judge may- at the request of any stakeholder-,in case of abuse of the rights set forth in this legislation, judge as follows:
7. To abuse of right.
8. Appropriate civil damages compensation
9. confiscation of infringing copies, tools and equipment used in the abuse, the right holder has the right to deduct from their value, the amount of entitled compensation

Article Forty-three

10. shall be punished by imprisonment of not less than or more than (...) (...) and a fine of not less than (...) and not more than (...), Every person who violates a right of the moral rights of the author or financial with the :
11. Confiscation of infringing copies.
12. Confiscation of equipment and tools used in the commission of any of the material acts of the above.
13. Publish a summary of the sentence imposed in a daily newspaper or more at the expense of the convicted person.

Libraries Committee

Prof. Dr.\ Zeinab Abdel-Latif Mohamed	Head
Dr.\ Suad Ahmed Gulab	Member
Dr.\ Fatima Roushdy Mohamed	Member
Dr.\ Hala Mohamed Ghanem	Member

Dr.\ Hamida Alam El-Din Abdel-Hafez	Member
Dr.\ Amal Fouad Arif	Member (without reward)
Dr.\ Zamzam Ahmed Ahmed	Member
Dr.\ Mogeda Mohamed Fahmy	Member (without reward)
Dr.\ Howayda Ahmed Abdel-Mouhaimen	Member (without reward)