

Welcome Note

We are glad to have you here. The library is the heart of our academic community, offering resources, spaces, and services to support your learning and research.

Please respect the library space and fellow users, and enjoy a quiet, productive environment designed for your success.

CIF Library Team

Vision & Mission

Vision:

The CIF Library aspires to be a **center of excellence in knowledge and learning**, recognized nationally and internationally for its commitment to innovation, academic integrity, and user-centered services. We aim to:

- Empower students, faculty, and researchers with access to world-class resources.
- Foster creativity, collaboration, and critical thinking.
- Provide a welcoming environment that respects both the place and its users.
- Serve as a bridge between traditional scholarship and modern digital innovation.

Mission:

The mission of the CIF Library is to **advance education, research, and lifelong learning** by:

- Delivering high-quality print and electronic resources aligned with curricula and research needs.
- Supporting faculty through annual book orders based on essential reading lists, and enriching collections through donations.
- Promoting academic integrity, ethical use of information, and responsible engagement with digital tools.
- Offering modern facilities — reading rooms, computer labs, meeting spaces — that encourage collaboration and independent study.
- Ensuring equitable access to resources, while safeguarding confidentiality and user privacy.
- Continuously improving services to meet the evolving needs of the CIF community.

CIF Library Policies

1. About the CIF Library

The CIF Library is the academic hub of the institution, supporting teaching, research, and innovation. It provides diverse resources including books, journals, databases, and digital media. The library promotes lifelong learning, research skills, and collaboration with faculty and students.

2. Academic Integrity & Ethical Use

All users must uphold academic integrity when using library resources. Misconduct includes plagiarism, self-plagiarism, unauthorized collaboration, fabrication, falsification, copyright infringement, misuse of licensed electronic resources, and AI misuse without disclosure. Violations may result in suspension of privileges or disciplinary action.

3. Access & Borrowing

- Borrowing requires a valid university ID or Koha account.
- Items may be renewed twice if not requested by another user.
- Visitors and external users cannot borrow materials.
- Lost or damaged items must be replaced or paid for according to approved financial policy.
- Reference materials, journals, and newspapers are for in-library use only.

4. User Conduct & Discipline

- Silence and respectful behavior are required at all times.
- Respect the library space and fellow users.
- Only water bottles are permitted inside the library. Food, other drinks, and smoking are prohibited.
- PCs in the library are available to all CIF students for academic use only.
- Misconduct (disruption, damage, unauthorized IT use) will be escalated to Student Affairs or administration.

5. Opening Hours & Services

- Library operates Sunday–Thursday, 9:00 AM–3:45 PM.
- Closed Fridays, Saturdays, and public holidays.
- Reading room and computer lab require prior reservation.
- Meeting room must be booked at least one day in advance via the library email.
- Photocopying and reprographic services are available during opening hours.
- Any exceptions require librarian approval with prior notice.

6. Confidentiality & Privacy

- Circulation and user records are confidential.
- Disclosure is permitted only under lawful authority and with legal approval.
- Records retention and privacy policies are reviewed annually to ensure compliance with institutional and national regulations.

7. Visitors & External Users

- External users may access the library with institutional authorization or staff sponsorship.
- Visitors must be accompanied by a staff member, who is responsible for their conduct.
- External users and visitors are limited to office hours and cannot borrow materials.

8. Contact & Service Requests

- Email: library@internationalcapitaleducation.com
- Hotline: 17388
- Location: Administrative Capital, Cairo
- Service requests may include research support, circulation, e-resources, or general inquiries.
- Response times are defined by library management and communicated to users.

9. Collection Development

- Annual book orders are prepared based on **essential reading lists submitted by faculty deans** to ensure alignment with curricula.
- Donations are welcomed and reviewed by library management to ensure relevance, condition, and suitability.
- Outdated or damaged items may be withdrawn following review.
- The collection is continuously updated to support teaching, research, and innovation.

10. IT & Digital Resource Use

- Wi-Fi, OPAC terminals, and licensed databases are provided for academic use only.
- Users must not share login credentials or attempt unauthorized access.
- Licensed e-resources must be used in compliance with vendor agreements.
- If users experience difficulties accessing resources (including QMU, ENU, or EKB databases), they should contact the librarian for any needed assistance.

11. Safety & Security

- Users must follow posted emergency and evacuation procedures.
- Theft, attempted theft, or damage to property will result in disciplinary action.
- Security inspections may be conducted at exits to protect library materials.

12. Partnerships & External Access

The CIF Library collaborates with partner universities (QMU, ENU) and participates in the Egyptian Knowledge Bank (EKB) to provide access to selected electronic resources.

- Access methods are managed securely.
- Users needing help with access should contact the librarian.
- Shared public passwords are not permitted.