



## PPG

<b>POLICY &amp; PROCEDURES GUIDELINES</b>	<b>Page 1 of 2</b>
<b>TITLE: HEALTH SCIENCES LIBRARY INFORMATION SERVICES - PHOTOCOPYING/PRINTING</b>	<b>Code Number: HP 6.015</b> <b>Effective Date: 24 Dec 2011</b> <b>Issue No.: 6</b>

### 1. PURPOSE

- 1.1 To identify who may use the library's photocopying and printing service.
- 1.2 To identify which materials may be photocopied and printed using the library's photocopier and printer.
- 1.3 To establish how much material may be printed or photocopied from the internet, journal or book.

### 2. POLICY STATEMENT

#### 2.1 PHOTOCOPYING

- 2.1.1 The library photocopying service shall be available for the use of NWAFFH employees and library staff only.
- 2.1.2 The photocopier shall be utilized to photocopy library materials only.
- 2.1.3 Personal papers and departmental materials may not be brought in the library for purpose of photocopying.
- 2.1.4 A maximum of one (1) chapter may be photocopied from any book, per person.
- 2.1.5 A maximum of three (3) journal articles may be photocopied from any journal per person.
- 2.1.6 A maximum of 50 pages may be photocopied person, per day.
- 2.1.7 Photocopies shall be made within 48 working hours.

(Refer Inquiries to: [HEALTH SCIENCES LIBRARY] – Tel. No. 85202)		Signature	Date
Prepared by:	<b>DR. SALEM KHALIL AL DAHI</b> Director of PKBSMEC	<b>Sgd.</b>	<b>16 Nov 2011</b>
Reviewed & Authorized by:	<b>COL. DR. MOHAMMED AL PAKRA</b> Medical Administration Director	<b>Sgd.</b>	<b>03 Dec 2011</b>
	<b>DR. SAYED SALEH</b> Director of Quality Improvement and Patient Safety	<b>Sgd.</b>	<b>20 Dec 2011</b>
Approved by:	<b>BRIG. GEN. GHALEB GHALEB BIN HURAI</b> NWAFFH DIRECTOR	<b>Sgd.</b>	<b>24 Dec 2011</b>

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### 2.2 PRINTING

- 2.2.1 The library printing service shall be available for the use of NWAFFH employees and library staff only.
- 2.2.2 Only medical, patient care, and health related materials may be printed using the library's printer.
- 2.2.3 Personal information may not be brought in the library for the purpose of printing.
- 2.2.4 A maximum of 50 pages may be printed per person, per day.

### 3. COST

The cost for photocopying or printing is (1) one Saudi riyal for 5 pages or less.

### 4. PROCEDURE

- 4.1 Library users shall complete a Health Sciences Library Photocopy/Printing Request Form (Attachment A) for each request.
- 4.2 Payment must be made upon receipt of the materials.

- 5. This PPG is also available in Arabic.

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NORTH WEST ARMED FORCES  
HOSPITALS ADMINISTRATION  
TABUK, SAUDI ARABIA



إدارة مستشفيات القوات المسلحة  
بالمملكة العربية السعودية  
بالمملكة العربية السعودية / تبوك

Health Sciences Library  
**PHOTOCOPY/PRINTING REQUEST FORM**

Date: \_\_\_\_\_

Book/Journal Title: \_\_\_\_\_

Vol./Issue/Page: \_\_\_\_\_ Author: \_\_\_\_\_ Department: \_\_\_\_\_

Requested By (Name & Signature): \_\_\_\_\_

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FOR LIBRARY STAFF USE ONLY

Received payment by: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: copies will be provided within 48 hours (Excluding Friday)**

Form No. 410/008

Date: 14 December 2011

Stock No.: X

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