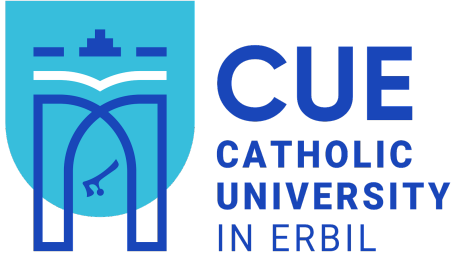


LIBRARY		POLICY NUMBER: CUE-LI001
		EFFECTIVE DATE: Feb 26, 2026
		REVISION DATE: July 2028

THE CATHOLIC UNIVERSITY IN ERBIL

Library Policy

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I. PURPOSE

The Catholic University in Erbil (CUE) Library Policy outlines circulation, acquisitions, collection management, operations, and library services to ensure quality resources and enhanced online access for faculty, students, staff, researchers, alumni, and the community. The Vision Library-CUE upholds intellectual freedom, providing diverse materials without exclusion based on origin, background, or viewpoints. It ensures access to information on historical and current issues without censorship and supports free expression.

Library services are available equitably to all individuals, and public spaces are open for use without discrimination based on beliefs or affiliations.

1. Mission

- a. The Vision Library-CUE empowers students, scholars, and the wider community by providing equitable access to trusted information resources, promoting information literacy, and helping to preserve and digitize the valuable heritage housed within its collections.

2. Vision

- a. To be recognized as a leading academic library in the region, renowned for innovative services and dynamic learning spaces that advance CUE's commitment to academic excellence, cultural heritage, and the common good. We aspire to build a digitally integrated, inclusive hub that not only serves the students and staff of CUE but is also accessible to the broader public.
3. The library is not simply a repository of physical materials collected by inheritance, bequests, and acquisitions. It is a medium of exponential access to accumulated knowledge across the world through its online and internet connections to the larger universal world of deposited and developing/emerging knowledge. In so doing, it enables CUE students to be at the vanguard of understanding and insight, enabling research to be meaningful and have impact.
 4. Catholic Education prizes the quest for truth, informed learning from all available professional and learned sources. It applies from its traditional insights and the educational challenge to engage in the search for knowledge and truth.
 5. The library plays a strategic role, complementary to the work of each academic department, in the cultivation and caliber of the quality of learning and research in CUE.
 6. It facilitates the capacity of students to supplement and build on their classroom learning and private study by opening access to the multi-sourced and multi-tiered academic knowledge base.
 7. This ties in to the strategic goal of CUE to produce graduates with agency, competence, and capacity to professionally deploy their subject knowledge and skills as people committed to family, community, and society.

II. SCOPE

☒ University-Wide OR ☐ Departmental Specify Department(s):

This policy shall apply to all faculty, administrative staff (staff), students, researchers, and guests.

III. RESPONSIBLE PARTIES

The library's policies, including conditions of use, fees, and other applicable regulations, are established by the Chief of Digital Transformation and Innovation based on recommendations from the library staff. Library staff oversee the library's operations and ensure adherence to approved procedures.

IV. DEFINITIONS

Academic - Means all matters directly related to the education and training requirements of students.

Acquisitions - The process of selecting, ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting and negotiating with outside agencies, such as publishers, dealers, and vendors, to obtain resources to meet the needs of the University's clientele in the most economical and expeditious manner.

Circulation - The lending of library materials, such as books, serials, sound recordings, moving images, cartographic materials, laptops, material models, and other non-reference materials owned by a library, to its users.

Collection management - The totality of processes and procedures involved in maintaining a library collection, including all the processes, from selection to conservation of library materials, to meet the needs of users within budgetary and resource constraints.

MHE - Ministry of Higher Education and Scientific Research of the Kurdistan Regional Government of Iraq.

Non-academic - Means all matters that do not directly relate to the education and training requirements of students.

V. POLICY STATEMENT

1. The library's primary objective is to facilitate fair and responsible access to its materials, services, and facilities. To uphold these standards, the library is guided by the following principles:
 - a. Library collections and resources are made available to educate, inform, inspire, and expand the conceptual and knowledge base of the university community and the public. No material will be excluded due to the creator's background, views, or affiliations.
 - b. The library offers diverse perspectives on historical and contemporary issues, ensuring that information remains balanced and cohesive. Materials will not be restricted or removed due to political or ideological objections except in the cases of obscenity or libel.
 - c. In support of intellectual freedom, the library actively opposes censorship and advocates for unrestricted access to information and ideas except in the cases of obscenity or libel.
 - d. The library collaborates with individuals and organizations that work to protect free expression and the right to access knowledge.
 - e. All individuals are entitled to use the library without discrimination based on age, background, beliefs, or affiliations.
 - f. Public exhibit spaces and meeting rooms are available to all users on a fair and impartial basis, regardless of their ideological or organizational ties.
2. As one of the co-leaders of learning within the university, the library commits itself to regularly reviewing its educational mandate with academic staff in its quality of provision of library services for students.

VI. ACCESS AND USAGE

1. The public is welcome to visit the Vision Library-CUE and access its resources, provided that space and availability permit. However, priority is always given to university students, faculty, and staff.
2. All library visitors can expect appropriate access to resources and respectful service from staff. Similarly, users must uphold the same level of respect towards library personnel, rules, and resources.
3. Any form of abuse towards staff, equipment, or facilities is strictly prohibited.

4. Any use of the library's public spaces for exhibits and meetings requires approval from the library staff.
5. All students and staff of CUE are entitled to use the library for reading, research, and borrowing purposes. A valid university ID card is required for borrowing and renewing materials.
6. Facility use: Any user violating any of these policies may be asked to leave and/or be reported to the Student Disciplinary Committee and/or any other relevant office.
7. Borrowing data is held in keeping with the ICT Policy clauses related to data classification and protection.
8. Opening times: The library will typically be open during the academic year, excluding calendar holidays unless otherwise noted.

VII. COLLECTIONS MANAGEMENT

1. Provided that it is a legal item, no material will be excluded from selection, or withdrawn from stock, solely on the basis of an author's ethnic origin, nationality, sex, opinion, or because of partisan or doctrinal pressure. The library will not knowingly stock any illegal items, copied or translated.

2. Acquisitions

- a) The responsibility for selecting materials specific to building the library collections is assigned to the deans and heads of departments.
- b) Students and staff are encouraged to submit book acquisition requests. These recommendations are reviewed for the appropriateness of the material requested and budget availability.
- c) Damaged stock will be repaired or replaced, following an assessment of the more cost-effective option. Lost stock will be replaced, subject to its availability. When lost or damaged whilst in the possession of a user, the cost involved will be recovered in accordance with acceptable procedure.

3. Donations

- a) The library welcomes donations, particularly those related to Kurdistan, the Middle East, and other subject material relevant to the University curriculum.
- b) In accepting donations, the library will consider: online availability and the availability of the material in other local locations, the space (shelf) requirements demanded by the donation, and any future maintenance requirements of both hard copy and online or electronic materials.
- c) The library will not accept donations of material which it already holds, except: to replace existing copy/copies, to provide a reserve copy in the interests of conservation, or to support current high demand (e.g., for teaching).
- d) Donors should be aware that once materials are accepted, they become the absolute and unconditional property of the library and cannot be returned to the donor for any reason.
- e) In accepting material, the library reserves the right to dispose of such material as it sees fit, by sale, gift, or discarding it at some future point.
- f) The library cannot accept material with caveats or restrictive conditions.
- g) Donated material placed in the library will be available to all Library users, and donors will have the same rights of access as other library users.
- h) Expressions of interest in donating material should be sent to the library staff.
- i) All donations will be acknowledged by a certificate issued by CUE.
Bequests will be treated as gifts unless prior arrangements have been made.
- j) By vesting material in the library, the donor will be deemed to have accepted the conditions of the policy.
- k) The library reserves the right to decline offers of materials.

4. Conservation of Materials

Some items will be selected for binding based on the following criteria:

- a) Level of use;
- b) Subscription cost and/or continuity;
- c) Vulnerability to theft and mutilation;
- d) Availability in electronic format;
- e) Deterioration of covers and binding; and/or
- f) Value of content.

5. Withdrawals

- a) Stock will be considered for withdrawal when:
 - i) Old editions are superseded by new ones.
 - ii) There has been a marked decline in usage for materials with multiple copies.
 - iii) The content is no longer current.
 - iv) It is in poor physical condition (see also sections on repair and replacement of stock).
- b) The library staff will liaise with senior management to review items for withdrawal. Once items have been identified, the bibliographic information will be amended in the catalog, and the physical items will be removed from the stock. Faculty will be notified in advance when a major stock review is planned. Withdrawn stock may be transferred to other public institutions or stored in a specific storage or otherwise disposed of.

VIII. COPYRIGHT STATEMENT

1. The Catholic University in Erbil (CUE) is committed to ensuring that its staff and students use third-party content legally and ethically to support learning, teaching, and research while complying with copyright laws. Copyright is an automatic form of intellectual property protection that prevents unauthorized use of creative works.
2. In accordance with Copyright Law No. 3 of 1971, as amended by CPA Order No. 83 (2004), the University acquires necessary licenses to permit the multiple copying of in-copyright content for educational purposes. All staff, students, and affiliated personnel must adhere to this statement. The library is responsible for providing guidance on copyright compliance. Certain legal exceptions allow limited use of copyrighted material for private study, non-commercial research, criticism, and review. It remains the responsibility of users to verify the copyright status of content before use.
3. Copyrighted content should always be acknowledged, and its usage should not negatively impact the rights owner's ability to profit. The University places copyright notices in its physical libraries and near scanning equipment, as well as on scanned materials within its reading list system. In cases where ownership is unclear, a risk management approach involving due diligence and direct rights-holder contact should be taken. If copyright holders provide evidence of infringement, the University will take down the concerned content. Violations of copyright law can result in significant legal penalties, including fines or liability for individuals.

IX. INFORMATION LITERACY

1. The library plays a central role in fostering information literacy and supporting academic skills development through the systematic delivery of comprehensive library services.
 - a) At the commencement of each academic year, the library conducts structured induction programs and introductory information literacy sessions tailored to newly enrolled students and

newly appointed faculty members. These sessions ensure early familiarization with library services, resources, and core academic research practices.

b) Throughout the academic year, the library delivers progressively advanced information literacy instruction integrated within the *Academic Debate* module for first-year undergraduate (UG-1) students. These sessions are designed to develop students' competencies in locating, evaluating, and ethically using information, with particular emphasis on research ethics, academic integrity, plagiarism awareness, and the critical assessment of information sources.

c) In addition, the library provides targeted training workshops and structured project-based support sessions, delivered in response to program and student needs. These activities are intended to reinforce information literacy skills, promote independent learning, and enhance the effective and responsible utilization of library resources in support of academic study and research.

X. POLICY DEVELOPMENT AND AUTHORIZING PARTIES

1. Owned by: Library, Jun-28 2025
2. Reviewed by: Policy and Procedure Review Committee, Feb-16 2026
3. Approved by: President's Cabinet, Feb-26 2026
4. Reviewed and Approved by: