



POLICY AND PROCEDURES

DEPARTMENT : ADMINISTRATION

Effectivity: December 2018

Supersedes: 2

Review Date: November 2023

No. of Pages: 3

1. TITLE: ACCESS TO LIFELONG LEARNING POLICY

2. PURPOSE:

- 2.1. To encourage lifelong learning for everyone and to provide inclusive, egalitarian, but also high-quality education, including learning across all of its forms- both formal and informal as the amjor guiding principle.
- 2.2. A clarification of the primary library's general operating hours.

3. DEFINITIONS:

- 3.1. A core value that need to be included into educational policy that provides opportunity towards continuous learning. This kind of learning allows students to take courses that is of an outstanding quality.
- 3.2. Focusing on higher education for specific skills can help to support greater employment.
- 3.3. **Knowledge** is the ability that graduates have gained through training courses in various learning methods.
- 3.4. **Skill** is refers to the capacity of students to integrate the abilities and knowledge that having gained through education programmes in conventional and non-formal institution.
- 3.5. **The term "Soft Skill"** refers to the mindset of engaging on anything artistically, imaginatively, and psychologically , such as motivation, leadership, communication, multitasking, and emotional awareness.
- 3.6. **Technical Skills** are define as the technical or vocational skill acquired via formal and informal education and training in some kind of a number of contexts, including carving, pottery, handicrafts, weaving, repairing motors, computers, and telephones.
- 3.7. **Update** is used to indicate that how educational system has changed in light of recent societal developments.
- 3.8. **Learning** is linked to a population of knowing talented individuals.
- 3.9. **Consistency** implies symmetrical or a closely comparable process.
- 3.10. **Upgrading** means general or detailed information; Broad refers to a deep understanding of lifelong learning in different and extensive modalities of education, learning and training.
- 3.11. **Complete** refers to thorough knowledge in ongoing learning in numerous and in depth training and development modes. This may denote comprehensive or in-depth knowledge.
- 3.12. **Visitor Access:** Visitors may enter by presenting valid identification and signing up at the designated counter. A responsible person must always be around children under the age of 15.



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3.13. **Computer Use:** IAU students, faculty, and staff have access to the library's computers. As long as no IAU students, faculty, or staff require the use of the computers, visitors are permitted to utilize them for a brief period of time.

3.14. **Events:** For questions about library events, visit the Department of Higher Administration.

4. POLICY:

4.1. Each individual must gain the knowledge, skills attitudes, and beliefs required to enable economic progress and promote individual and societal peace. Offering opportunities for continuous learning in all circumstances, at all times, and through all accessible channels can help achieve this.

4.2. The library will continue to be operational during regular business hours and provide uninterrupted access to library resources and services to IAU students, professors, and staff. The administration of a library has the authority to change the regular business hours as necessary.

4.3. While guest accepted, the IAU community-students, administrators, faculty and staff always has first access to the library.

5. PROCEDURE

5.1. Regular Semester Hours

IAU Main Library	8 AM - 2PM (Sunday – Wednesday)
	8 AM – 2 PM (Thursday)
IAU Female Library	8 AM - 2PM (Sunday – Wednesday)
	8 AM - 2 PM (Thursday)

5.2. Inter-Semester Hours: Both Libraries: 8 AM - 2 PM (Sunday – Thursday)

5.3. Summer Semester Hours: Both Libraries: 8 AM - 2 PM (Sunday – Thursday)

6 RESPONSIBILITIES

6.1. office of Academic Affairs and Research

7 ATTACHMENTS: N/A

8 DISTRIBUTION:

8.1. Signed original copy is maintained in Documents control unit in the University.

8.2. Available in the University website



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
مستشفى الملك فهد الجامعي | King Fahd Hospital of the University

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9 REFERENCES:

APPROVED