The GCET Library Internet Hub is a special component of the Library Reference and Information Service. The hub allows library customers to discover and explore the internet, digital resources and other applications intended for study and learning.

All the students enrolled in GCET are authorized to use the Internet Hub using their own individual username and password provided by the College upon enrollment/registration.

User Guidelines

- Present GCET ID to the Librarian for proper assistance.
- For fair use, each user is allowed one (1) hour use of the computer. An increment of an additional one (1) hour is allowed if no other user is waiting.

The following actions are not allowed and are subject to sanctions:

- Unauthorized installation of any software or data including display settings and desktop configuration.
- Modification of hardware and/or software or data including display settings and desktop configurations.
- Destruction of hardware.
- Hacking security measures.
- Any other action that may cause interruption of operations.

A user who violates the rules may be subject to disciplinary or other appropriate action including restrictions on the use of the Library Internet hub.

OUR SERVICES

- Circulation
- Digital Document Delivery Service (DigDDS)
- Wifi Access
- Internet Hub Access
- Periodical Routing
- Printing/Photocopy Service
- Reference Service
- Library Orientation/Instruction

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In these situations borrowers must either return library material before leaving or make arrangements for a responsible party to attend to their library business.

**Loan Periods:**
- Faculty: One Semester
- Students: 15 days

**Renewals:**
Materials can be renewed once for another 15 days unless requested by another user. For renewal of library material the borrower should visit the GCET Library in person.

**Returning of Material:**
Borrowed Library Materials may be returned on or before the due date to avoid overdue fines. An email notification will be sent to confirm the return from the Library/Librarian to the borrower’s email upon returning the Library Material.

**Overdue Fines and Other Penalties**
1. For overdue books the following fines are imposed:
   - Reference books: 200 baizas per day, per book excluding Weekends and Holidays.
2. When a book is lost, the borrower should report the loss immediately to the librarian. Otherwise, the book becomes overdue and the borrower will pay the overdue fine incurred until the day the loss is reported. In addition to the payment of overdue fines the borrower will be charged the full current replacement cost of the book.

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**The GCET Library**

The GCET Library is located on the 1st floor of the GCET Building. It aims to serve the students and faculty members of the College. The library also provides library materials to support the academic and curricular needs of students, faculty and staff.

The Library as an academic support unit of the College provides its users and customer’s access to information in pursuit of learning, research for the benefit of individuals and community.

The GCET Library of today is a “hybrid library” that respects the tradition of printed books as a repository of culture and knowledge and responds to the changing needs of technology with an automated library information system in place.

The library includes dedicated male and female study areas. Any user of the Library is asked to respect this designation.

**Library Rules**

In order to perform its function to the satisfaction of all users, the GCET Library needs cooperation by observing the following rules:

**General Rules**
- No eating or drinking in the Library
- The Library is a quiet working place, put your Mobile Phone in silent mode
- Discussion should be held elsewhere
- Leave your Library workplace tidy
- Respect the library Code of Conduct

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**Contact Us**

GCET LIBRARY
P.O. Box: 2546, Ruwi, P.C. 112, Sultanate of Oman

Tel. No.: (+968) 2422-7922
Email: library@gcet.edu.om

Visit us on the web: www.gcet.edu.om

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**Wi-Fi Access Policy**

The GCET Library provides an unfiltered wireless Internet Hot Spot. This service is for library users with Wireless-capable devices, such as wireless-capable laptops and handheld computers. This service is intended to be available during normal operating hours of the library.

- The library is not responsible for any damage to data files, alterations to file systems, or the functionality of the computer resulting from connecting to the wireless network.
- The library is not responsible for damage, theft, loss of property, personal information, software or other personal property used in the library.

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**Circulation Policy**

All students and researchers are welcome to use the resources of the GCET Library. Faculty, Staff and Students may borrow the materials for home or office use. A valid GCET ID Card must be presented at the circulation counter/librarians table to borrow the materials.

Any loss or damage of books is the responsibility of the borrower. In the event of loss or mutilation of a book or other material, the borrower is responsible for reimbursing the full cost involved in the replacement of material.

Borrowers must abide by the Library Circulation Policy even when they are away from GCET for vacation, research, or any other reason.