



<b>Name of the Process:</b>	COM-J LIBRARY TIMING SCHEDULE
<b>Stakeholders:</b>	College of Medicine-Jeddah, Library
<b>Triggers:</b>	N/A
<b>Target:</b>	Student, Faculty and Staff
<b>Expected Time of completion (ETC):</b>	N/A
<b>Relevant Process:</b>	N/A
<b>Creation Date:</b>	August 2016
<b>Revision Date:</b>	N/A

## THE PROCESS:

### Library Setup:

1. The library will be shared between Male and Female students.
2. There will be (2) Timing Schedule (Schedule One / Schedule Two):
  - 2.1. **Schedule One** will cover the 1<sup>st</sup> and 2<sup>nd</sup> Week of the Month
  - 2.2. **Schedule Two** will cover the 3<sup>rd</sup> and 4<sup>th</sup> Week of the Month
3. Each Schedule will have (2) Sessions (Morning and Afternoon):
  - 3.1. For Schedule One, **Morning Session** will be the Female Students and **Afternoon Session** will be the Male Students.
  - 3.2. For Schedule Two, **Morning Session** will be the Male Students and **Afternoon Session** will be the Female Students.
4. The schedule will be posted at the Library entrance for both Male and Female sections, and will be also displayed on the Library Notice Board.



## LIBRARY TIMING SCHEDULE

### OPENING HOURS/DAYS FOR MALE AND FEMALE STUDENTS

#### LIBRARY TIMING SCHEDULE ONE (1<sup>st</sup> and 2<sup>nd</sup> Weeks of the Month):

Day	Morning Session 8:00AM - 12:30PM	Afternoon Session 1:00PM - 5:00PM
Sunday	F	M
Monday	F	M
Tuesday	F	M
Wednesday	F	M
Thursday	F	M

#### LIBRARY TIMING SCHEDULE TWO (3<sup>rd</sup> and 4<sup>th</sup> Weeks of the Month):

Day	Morning Session 8:00AM - 12:30PM	Afternoon Session 1:00PM - 5:00PM
Sunday	M	F
Monday	M	F
Tuesday	M	F
Wednesday	M	F
Thursday	M	F

PREPARED BY:

Syeda Uzma Khurshid  
In-Charge, COM-J LIBRARY  
College of Medicine - Jeddah  
King Saud bin Abdulaziz University for Health Sciences

05 September 2016

DATE

APPROVED BY:

Dr. Wesam Abuznadan  
Associate Dean, Academic and Student Affairs  
College of Medicine - Jeddah  
King Saud bin Abdulaziz University for Health Sciences

05 September 2016

DATE