

## 8.a.2 Library Policy Procedures and Regulations - Circulation of the Library Collections

<b>Subject</b>	Learning Resource Centre	<b>Effective From</b>	Sep - 2011
<b>Policy #</b>	8.a.2	<b>Latest Revision</b>	Dec - 2023
<b>Title of The Policy</b>	Library Policy Procedures and Regulations - Circulation of the Library Collections	<b>Next Review</b>	Dec - 2024
<b>Responsible Entity</b>	Library Standing Committee	<b>Policy Pages</b>	2
<b>Definitions</b>	<p><b>AAU:</b> Al Ain University</p> <p><b>Circulation:</b> The process of lending library materials to patrons for use inside and outside the library with a limited period.</p> <p><b>Patrons:</b> are individuals or a group of people willing to use library resources and services. It includes faculty, administrative staff, students, and other visitors.</p> <p><b>Library Holdings:</b> these are resources acquired by the library and include books, periodicals, and multimedia in electronic and print format.</p>		
<b>Purpose</b>	Adopt standards to control the circulation of resources and ensure support for academic programs and scientific research at the university with the requested Information.		
<b>Scope</b>	This policy applies to all users of AAU Libraries in Abu Dhabi and Al Ain.		
<b>Statement</b>	<ul style="list-style-type: none"> <li>Library must develop, review, update and monitor the implementation of circulation policies and procedures on an ongoing basis and in accordance with international standards for academic libraries.</li> <li>Patrons are required to respect circulation policies and procedures.</li> <li>AAU libraries will ensure access for all patrons who need information while implementing appropriate standards to provide for the preservation of library materials and resources.</li> <li>Library staffs will ensure the provision of and accurate records and statistics on the beneficiaries and materials borrowed from the integrated library system on-demand service.</li> <li>AAU Libraries will ensure the maintenance and upgrade of the integrated library system on an ongoing basis and to link it with other sections to achieve the precision and flexibility in the workflow.</li> </ul>		
<b>Procedures</b>	<p><b><u>The membership:</u></b> For library membership</p> <ul style="list-style-type: none"> <li>Eligible candidate must fill up “Membership Form”.</li> <li>While visiting the library, students are required to show student ID Card; faculty and staff must show Employee ID Cards</li> <li>Other visitors must bring valid Emirates ID card</li> </ul> <p><b><u>Loan rules</u></b></p> <p>The table below reviews the recoverable for the loan of materials for different categories of</p>		

	<p>beneficiaries and the period of the loan:  After obtaining the membership of the library the patron is entitled to all the rights and responsibility on the following:</p> <ul style="list-style-type: none"> <li>• All the patron must obey laws and regulations of AAU Libraries</li> <li>• Presenting student or staff ID Card.</li> <li>• A member must pay the fines as well as other required charges.</li> <li>• Patron must notify AAU libraries on time in the event of any change of address.</li> </ul> <p><b><u>Returning Library Materials</u></b></p> <p>The member is responsible for returning library materials on the due date in order to avoid paying a fine for the delay. The delay will prevent the user from borrowing or renewing any materials till the other material are returned.</p> <p><b><u>Renewing Library Materials</u></b></p> <ul style="list-style-type: none"> <li>• Patrons are allowed to renew library materials two times before the end of the due date through the library, telephone call or bringing the materials to the library.</li> <li>• Patrons are not allowed to renew any materials reserved for by another user.</li> <li>• Integrated library system sends messages to remind members of the date of return.</li> </ul> <p><b><u>Lost and damaged Materials</u></b></p> <p>In case of loss or damage of borrowed material, the patron must report to the library as soon as possible. Accordingly, the patron will have:</p> <ul style="list-style-type: none"> <li>• To pay the double price of material lost or damaged or bring alternative copy of the same material or later</li> <li>• To pay any fines or other fees to reactivate membership.</li> </ul> <p><b><u>Reserving Library Materials</u></b></p> <p>This allows library members to reserve library materials via library website or by phone.</p> <p><b><u>Borrowing between Libraries</u></b></p> <p>The library provides interlibrary loan service from other libraries, especially items that are not available locally and may require special fees, and the patron shall be notified of their arrival.</p> <p><b><u>Document Delivery</u></b></p> <p>Library serves researchers and acquires needed articles by collaboration with other libraries.</p>
<b>Recent Changes</b>	