

## ADU Library Circulation Services Policy

The main collection and Reference section are open shelf-systems. Users are encouraged to select and fetch material without the need for intervention by the Library staff. However, the Library staff will gladly provide assistance to users who are not able to access items on open shelves for themselves. Also, wherever possible, access to electronic resources is provided across networks which are normally accessible at all times.

The general collection books are normally available for long borrowing. Depending on the demand on materials for courses, some books may be restricted to short loan borrowing or may be placed in the reserve section to allow every student access to the books. Materials not available for loan are located in the Reference Section and Special Collections.

### Borrowing

A photo ID must be presented for each loan transaction. Borrowing privileges will be denied if a photo ID is not presented.

### What Can I Borrow and Renew?

Most Library materials circulate and may be renewed in person or through the library circulation system. Some Library materials are designated as non-circulating such as reference and certain Reserve Materials and those in Special Collection. Loan policies vary according to the following chart:-

<b>Books</b>			
<i>Patron Type</i>	<i>Loan Period</i>	<i>Number of Books</i>	<i>Renewals</i>
ADU Undergraduate	14 days	5	1
ADU Continuing Ed	14 days	5	1
ADU Post-Graduate Student	28 days	5	1
ADU Faculty	One Semester	5	1
ADU Staff	14 days	5	1

<b>Newspapers &amp; Magazines</b>		
<i>Patron Type</i>	<i>Loan Period</i>	<i>Renewals</i>
All Users	No	No
<b>Reserve Materials</b>		
<i>Patron Type</i>	<i>Loan Period</i>	<i>Renewals</i>
Anyone with a valid University ID card	1, 2, 3, or 4 hours as specified by faculty / instructor	Yes, if no one is waiting.

<b>Audio and Video Materials</b>		
<b><i>Patron Type</i></b>	<b><i>Loan Period</i></b>	<b><i>Renewals</i></b>
ADU Undergraduate	Audio and Video Materials: 3 days (Limit 3 items of each format)	No
ADU Continuing Ed	Audio and Video Materials: 3 days (Limit 3 items of each format)	No
ADU Post-Graduate Student	Audio and Video Materials: 3 days (Limit 3 items of each format)	No
ADU Faculty	Audio and Video Materials: 3 days (Limit 3 items of each format)	No
ADU Staff	Audio and Video Materials: 3 days (Limit 3 items of each format)	No

The borrower is held responsible for all books issued as long as the issue record for those books remains unconcealed. Books on loan are for the personal use of the borrower only, and must not be passed on to any person, whether entitled to use the Library or not, except with the special permission of the Director of the Library. The borrower may renew a borrowed book, if another user does not require the book. Books will be renewed in person or through the Library computer system.

The Director of the Library has the authority to recall a borrowed book at any time. The book must then be returned to the Library by the date specified on the recall notice, regardless of the date stamped in the book or the one the user is notified of at the time of issue or renewal. It is the responsibility of users to ensure that they are in a position to respond promptly to recall notices.

Regulations that apply to borrowed books are as follows:

- No person can borrow a book from the Library if any fine or charge incurred has not been paid.
- Books must not be taken outside the UAE without the special permission of the Director of the Library, nor may they be taken into places where there is a risk of contamination or damage.
- For the purposes of the annual inspection, all Library books must be returned to the Library before the end of each term at a date (of which at least a week's notice will be given) to be announced by the Director of the Library. The borrowing of books is suspended during the inspection period but is resumed not later than 2-4 weeks after the beginning of the inspection. This process usually occurs during summer break.

The Director of the Library has the authority to vary the borrowing period or withhold or restrict the circulation of any book in the Library.

## **Fines**

Fines are charged at rates determined from time to time by the ADU Library Review Committee. Current rates are always posted and published.

Fines are levied for the late return of items, in accordance with notices displayed in the Library. Borrowers who fail to return books may be invoiced for the accumulated fines, the cost of replacement, and an administration charge, and their borrowing rights may be suspended. The Library may also levy charges for document supply, photocopying and access to some electronic databases. The Director of the Library in consultation with the ADU Library Committee is responsible for setting these charges. Failure to pay a fine imposed for late return results in the suspension of the Library privileges.