

6.1 LIBRARY BORROWING POLICY

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Section	Learning Resources :Library
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Post/Section with responsibility for the review, implementation and monitoring	University Librarian
Approved by	Learning and Teaching Committee
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Cross Reference/Related Documents:	1.0 Policies and Procedures Manual 5.0 Student Handbook

1.0 RATIONALE

This policy defines the various categories of University library users and their borrowing privileges and associated regulations.

2.0 SCOPE

This policy is applicable to all University library users as defined in the later sections.

3.0 ELIGIBILITY FOR AVAILING BORROWING FACILITY

3.1 Registered Users (Students/ Faculty/ Professional Staff)

These are the individuals that are registered with University. These users have full rights and privileges of membership to the University Library.

3.2 External Users (Alumni, Visiting Staff/ Adjunct Staff and Research Affiliates)

Such users shall complete the visitors' registration form, show a valid photo ID and pay a refundable security deposit fee for availing the borrowing facility.

3.3 Visiting Users (Student from other university or a person who works in an allied organisation)

Visiting Users shall submit the following for availing the borrowing facility

- a. Letter of intent to the University Librarian if they wish to use the library.
- b. Reference letter endorsed by an academic and/ or from employer.
- c. A copy of any Identification Card (e.g. passport, labour card, UAE license, visa page)
- d. A refundable security deposit of AED1000 for which AED50 will be deducted for the ID card.
- e. One (1) copy ID picture for the ID Card.

4.0 POLICY FOR UTILISING BORROWING FACILITY

- 4.1 Registered users are issued their University ID Card which also acts as the Library Card. This must be presented each time a book is borrowed. The card is issued with the understanding that its owner agrees to abide by the Library rules and regulations
- 4.2 Users in the other categories of membership must sign a statement that they agree to abide by all Library rules and regulations (see LRC-06 form).
- 4.3 University cards are non-transferable. It is the reader's responsibility to ensure that the correct contact details are notified to the Library.
- 4.4 Total number of items allowed to be borrowed at one time and the associated loan period is defined as follows

Client Type	No of Items	Loan Period
Academic Staff	15	28 days
Administrative Staff	10	28 days
Masters Students registered for taught modules	5	14 days
Masters Students registered for Dissertations	10	14 days
Students registered for Doctoral programme	10	14 days
Registered External Users	3	7 days
Registered Visiting Users	3	7 days
Undergraduate students	5	7 days

- 4.5 Loan renewals may be allowed at the expiry of the loan period if no one else has reserved the item.
- 4.6 Loan renewals should be made online through <http://library.buid.ac.ae> by logging in to your library account.
- 4.7 Online renewal cannot be made if the item is overdue. Overdue item can only be renewed by emailing library@buid.ac.ae.
- 4.8 Late return attracts overdue fines of two (2) dirham per day, per book.
- 4.9 External and visiting users are allowed access to print resources only.

5.0 LOAN POLICY FOR COLLECTIONS

Loan periods and loan limits vary depending on the type of user. (See item 4.4)

Type of Collection	Circulation Policy
General collections (Curricular, Special collections)	Loanable
Short Loan collections	Loanable for 7 days
Reference/ Serials/ Course Reserves/ Dissertations	Library Use only