

## Policies and Procedures

Policy Title	Library Circulation Policy	Policy Number	440
Section	Academic Affairs	Approval Date	4 June 2024
Subsection	Library	Authorizing Entity	BoT
Responsible Office	Library	Effective Date	1 July 2024
Distributed To	All AUBH staff and Students	Next Review Date	4 June 2026

### 1.0 PURPOSE

The purpose of the Library Circulation Policy is to ensure maximum accessibility to the AUBH's library collection and fair access to information for all users, and this applies for current students, faculty, and staff of the American University of Bahrain (AUBH) and other authorized users. This policy will periodically change to reflect the development and expansion of the library collection and the growing needs of its users.

### 2.0 DEFINITIONS

2.1 **OPAC:** Online Public Access Catalog.

2.2 **ISBN:** International Standard Book Number.

### 3.0 POLICY

#### 3.1 Borrowing/ Returning Library Resources:

All users must produce their ID cards to borrow, return, and renew items. Library resources can be located physically or by using the Library OPAC system. Items can be checked out either through the Bibliotheca self-check-in/out machine or with the help of the library staff. Users can return borrowed items to the Library Information Desk or self-check-in/out before the end of the expiration date.

All books must be returned before the semester's end or before the vacation starts.

#### 3.2 Renewal of Library Resources:

Users can renew borrowed library resources before the expiration date, either by contacting the library information desk or through the library website by using the "My Account" feature in the online catalog if no other request for the same item has been made. The renewal period is the same as that of the original loan.

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### **3.3 Overdue Materials**

The library will send reminders mentioning the due date. Library materials that are not returned even after several reminders are sent to users are considered lost and the borrowers are charged for the replacement. Students with an overdue item will not be issued new items unless fines are cleared.

### **3.4 Holds/Recall**

Library users can place a hold on an item that is checked out to another patron.

Library staff may recall any material on loan at any time. Such material must be returned within the timeframe of being recalled. Disregarding a notice recalling library material will incur an overdue fine.

### **3.5 Reserves**

Faculty members may request items they anticipate being in high demand for classes to be placed on course reserve. The faculty members are responsible for keeping reserve materials up to date and for removing or replacing them as necessary.

### **3.6 Reference Books/Periodicals/Textbooks**

Reference materials, periodicals, and Textbooks may only be used within the library.

### **3.7 Senior Year Projects and Master Students' Thesis/Dissertations**

Digital copies of the Senior year Projects and Master Students' Thesis/Dissertations can be accessible through the institutional repository. The print copies that have been submitted by the relevant colleges will be displayed in the library.

### **3.8 Other Equipment and Assistive Technology (Headphones, Calculators & USB)**

Users may borrow as per library regulations the above assistive technology items and should return these before the library's closing hours.

### **3.9 Managing Lost/Mishandled Items:**

Library users shall be liable for any damage or loss. Based on the publication date, the library will notify the user of the replacement cost for a damaged or lost item. Users who lose books are expected to pay the full replacement cost in addition to the overdue fines or bring the book with the same ISBN.

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### 3.10 Confidentiality/ Restriction of Library Privileges

AUBH Library assures patron confidentiality and reserves the right to restrict, suspend, or revoke library privileges according to the judgment of the Librarian as per the following situations: numerous lost, damaged materials, overdue materials, pending fines, theft, or other extreme cases.

### 3.11 Library Fines and Other Charges:

The library fines are approved by AUBH Management. Library regulations establish the types of loan periods, which are days or hours. All users are subject to fines for overdue, damaged, or lost materials. The overdue fine is BD 1 per day and a max of BD 30.

### 3.12 Managing Fines:

All fines can be paid at the AUBH Finance Office. Borrowing privileges remain suspended until fees for lost or overdue items are paid. Refunds for lost items that are subsequently found will not be made if the library has already repurchased the item.

### 3.13 Inspection Criteria: (Self Check-in/Manual return):

When books are returned through the self-check-in system to the information desk personnel, they will be inspected by library staff before being returned to the shelves to ensure items are returned in the same condition that they were borrowed. Items will be inspected for any sign of damage, such as:

- Torn pages/ Missing pages.
- Handwriting/Drawing/Highlighting
- Soiled/ Water damage.

### 3.14 Library loan periods, renewals, fines, and clearance:

Patron	Item type	No. of items	Loan period	No: of renewals
Undergraduate Student	Reference Books	3	14 days	2 times
Post-Graduate Student	Reference Books	5	30 Days	1 time
Administrative staff	Reference Books	3	14 days	2 times
Academic staff	Reference Books	5	1Academic semester	1 time

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Faculty/Student/staff	Reserve Books	1	2 hrs.	2 times
Student/ Faculty	Textbooks		Non circulating	
Faculty/Student/staff	Ready Reference/periodicals/Permanent Reserve Books		Non-Circulating	
Faculty/Student/staff	Senior year Project / Thesis / Dissertation		Non-Circulating	

### 3.15 Copyright policy

Without prejudice to any obligations arising out of Law No. 22 of 2006 Promulgating Authors' Rights and Attendant Rights Law ("Copyright Law"), library users shall not disseminate any physical and/or digital library resources to users or any other person."

### 3.16 Clearance Documents:

Library staff will not issue the clearance document to the students, faculty, and staff unless the user has returned all the material borrowed from the AUBH Library and their library record is clear with no dues. Students are not allowed to receive a transcript until their library account, is clear.

Library staff will sign the clearance document for the graduate /Post-graduate students once the library receive their Senior year Projects and Master Students' Thesis/Dissertations in print or digital format.

## 4.0 PROCEDURES

**4.1** Collect the new staff hires & registered students lists from the HR and Registration Department at the beginning of each academic semester and update patron records in the library management system.

### **4.2 Borrowing/ Returning/renewal of Library Resources:**

For patrons to borrow a book, they should locate the book from the shelf and then take it to the self-checkout machine and scan it. If they need any assistance, they should bring it to the loan desk. The due date can be printed from the system.

To return the book, patrons should take the book to the self-checkout machine and then scan the book, and it will be removed from their record. If they need any assistance, they should bring it to the loan desk.

The borrower has several options for renewing loans, such as visiting the library, keeping in contact with the library staff, or using OPAC.

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### **4.3 Overdue Materials**

The library will send three (3) automatic reminders from the library system mentioning the due date. Users who do not return library materials by the due date will be sent two overdue notices by the library. The first notice is sent after an item is one day overdue and a second notice is sent after an item is eight days overdue. If the expiration date has passed, the member will have received communications advising of fines associated with late returns.

When library materials are overdue for more than 30 days, they are considered lost, and borrowers are charged for the replacement. If the library is closed on the date/hour the item would normally be due, the date due is moved to the next day the library is open and the time due is one hour after the scheduled opening time. Borrowers with overdue items are notified by e-mail or phone. At the end of the semester, all borrowers with overdue items are blocked.

### **4.4 Holds/Recall**

Library staff may at any time recall any material which is on loan. Such material must be returned within five working days of being recalled. Disregard of a notice recalling library material will incur an overdue fine. The recalled item will be placed on hold for three working days and the member will be notified for collection. Should the member fail to collect the item, after three working days, the item will be returned to shelves and made available to other members.

### **4.5 Managing lost/mishandled items.**

The library will inform the user of the replacement cost for a damaged or lost item based upon publication date. They should pay the amount at the Accounts Department and present the final receipt of payment to the circulation desk to clear their record at the library system or bring the book with the same ISBN.

### **4.6 Managing Fines:**

Users will be apprised of the status of their borrowings and advised of any fines associated. If a fine exists, library staff will send an email to the Finance Department and the user advising of the details of the member and fine or fee applied. Once the payment has been made, the payment receipt should be submitted to the library staff, and the patron's record updated.

### **4.7 Inspection Criteria: (Self Check-in/Manual return):**

If the item is damaged, the history of the transaction will be reviewed, and the last individual who borrowed the book will be contacted to advise of the condition. For manual returns, the librarian will inspect at the time of receiving the item and advise of a replacement of the title.

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### 4.8 Clearance Documents

Library staff will check the student account once they receive the withdrawal form from the Registration Office and sign if the account is clear. For graduate students, the staff will check to see if student's Senior Year Projects /Master Students' Thesis/Dissertations are available in the library in print or digital copy in the institutional repository.

For the faculty and staff, library staff will check their account before signing the exit list which is provided by the HR Department.

### 5.0 RELATED DOCUMENTS AND REFERENCES

POLICY HISTORY			
Date of Last Action	Action Taken/Changes	Authorizing Entity	Effective Date
13 Jan 2021	The policy was developed using the previous AUBH document management system and approved under ref. # PL.21.002.V1	Provost	13 Jan 2021
4 June 2024	3.1-Borrowing/ Returning Library Resources- second paragraph 3.6 – Textbooks added 3.7- Senior year Projects and Master Students' Thesis/Dissertations 3.14- Newly added 2 rows 3.15- Copyright policy 3.16 – Clearance documents policy updated- second paragraph Some editorial changes were made, and the policies and procedures were differentiated.	BoT	4 June 2024