

Circulation Policy & Procedures

1.0 Purpose

- 1.1 The Circulation Policy defines the framework and procedures for the granting of access and usage of print and digital library resources for authorized library users.
- 1.2 This policy aims to ensure that policies are consistent, well-formulated, and aligned with the library's and the university's mission, values, and legal obligations.
- 1.3 It establishes the responsibilities and processes involved in library circulation to promote transparency, accountability, and effective governance in the library and throughout the university.

2.0 Scope

- 2.1 The scope applies to all library print and digital material, including but not limited to books and journal articles.
- 2.2 This policy applies to all authorized library users including current AUIB students, faculty, staff, administrators, employees of sister companies, guests, and alumni.

3.0 Definitions

- 3.1 Library circulation - The lending and/or use of print and digital library resources.

4.0 Policy

- 4.1 All print and digital library resources may be accessed and used within the confines of the library by authorized AUIB library users.
- 4.2 Many of the print materials are available for borrowing from the library based on the type of material and on the library user's category.
- 4.3 All authorized library users may access digital material remotely.
- 4.4 When borrowing print material, the user must appear in person and present a valid AUIB ID.
- 4.5 When borrowing in person, employees of sister companies must present a valid employee ID.



- 4.6 Proxy borrowing is prohibited.
- 4.7 Reference books and course reserve books may only be used within the library.
- 4.8 Faculty may place library books or personally owned books on reserve and determine the lending period for each item. The standard loan period is three hours.
- 4.9 Course reserves may be checked out and removed from the library at the last working hour and only at the weekend and returned by 9 AM on the following business day.
- 4.10 The library emails overdue notices for late items. Failure to receive overdue notices does not relieve the library user of the responsibility of returning borrowed items by the due date or for paying any late charges, if incurred.
- 4.11 Library materials which are four weeks overdue are considered lost and the responsible party's account is charged accordingly.
- 4.12 Fines for library patrons accrue on overdue books by days at the determined rate. Fines do not accrue on the days the library is not open.
- 4.13 Replacement fees for lost items are determined by the cost of the item, any costs associated with replacing the item, and accumulated late fees.
- 4.14 Library accounts are not cleared until all checked out items are returned and/or all applicable fees are paid in full.
- 4.15 If a lost item is found and returned to the library within three months of the date on the receipt, and the item is in an acceptable condition, the replacement fee, minus the overdue fines, is refunded or credited to the responsible party.
- 4.16 Library privileges are suspended for accounts with lost items until either all associated costs are paid, or lost items are returned to the library in acceptable conditions.
- 4.17 The determination as to the acceptable condition of a replacement item is made by library staff.

5.0 Procedures

- 5.1 The Dean of the Library, in coordination with the Head of the Access and Reference Services establishes the library circulation policy. The Head and the access and circulation staff are primarily responsible for applying the policy to library circulation procedures.



- 5.2 The library is responsible for applying the circulation policy to circulation procedures, ensuring consistency, and providing guidance on policy related matters.
- 5.3 Library staff is responsible for ensuring that new library users are eligible for authorization to access and/or use library resources.
- 5.4 Library staff is responsible for verifying identification of library users who are seeking to borrow print material.
- 5.5 Library staff adheres to the following loan periods:
 - Students: 15 days
 - Faculty: 30 days
 - Staff/Employees of sister companies: 15 days
- 5.6 Library staff determines whether borrowed items may be renewed when requested by library users by checking for holds or recalls.
- 5.7 Library staff monitors the following lending limits:
 - Students: 10 items
 - Faculty: 12 items
 - Staff/Employees of sister companies: 7 items
- 5.8 Library staff inspects returned books to determine condition. If books contain damage beyond normal wear-and-tear, fees are assessed and charged to the library account.
- 5.9 If a damaged book is repairable, the library account is charged for the fee. If the book is not repairable, a replacement cost is assessed, along with applicable fees.
- 5.10 If a book is lost by the borrower, replacement of the item, any costs associated with replacement, and any incurred late fines are charged to the borrower's account, and library privileges are suspended until the account is cleared.
- 5.11 All library patrons are charged late fines. Fines accrue at the rate of 1000 IQD a day until the item is returned to the library. Renewals may also stop the accrual of late fines.
- 5.12 All fines are paid at the Bursar's office. The receipt must be presented to library staff so that accounts may be cleared of fines.