



Policy: Library Circulation Policy
 Category: Library and Other Information Resources

Policy Title	Library Circulation Policy
Policy ID	2024.21-v1-LIR_Po
Effective Date	June 2024
Responsible Office	Library
Responsible Executive(s)	Librarian

Rationale:

This policy provides a basis for giving users fair and equal usage of the collections.

Scope:

This policy applies to all students, faculty and staff at AUM.

Policy:

Borrowing

Items	AUM Faculty & Staff	AUM Students	Reciprocal Borrowers
Books	1 month	1 week	2 weeks; limit of 5 items
Course Reserves	2 hours		
Unbound journals	Varies by item; usually in Library use only or 1 week		
Media items (CDs, DVDs, etc.)	Most items 1 month; videos and DVDs 1 week	Most items 1 week; videos and DVDs 1 week	
Laptops, calculators, etc.	Varies from 4 hours to 1 week; some items in Library use only		Not available for checkout to Reciprocal Borrowers

Circulation

Borrowing privileges are only available for authorized university students, faculty and staff.

All items are either checked out at the circulation desk by library staff using the Integrated Library System and RFID equipment to record loans and desensitize tags or by users at the self-check machine.

Users are responsible for returning material within the loan period, or earlier if items are recalled. Recalled items must be returned by the revised due date.

Items must be returned to the library and checked in by library staff at the circulation desk or by users at the self-check machine.

Overdue materials

Fines are charged by the library and must be cleared before further loans are provided.

Charges:

The Late fee is €1 per day, €5 per week. Total charge not to exceed the cost of the item + €10.

Lost items A charge of the cost of a new replacement of the item + €10 restocking fee.

Reserve Collection

Items placed on reserve for a specific course may only be borrowed on short term loan for 2 hours. These can include *textbooks, supplementary textbook material, multimedia items, journals, journal articles and other items* deemed by the faculty member as useful for or required by students registered in specific courses.

Responsibility for Library Account

Library users are responsible for all items borrowed from their account. Users are responsible to pay all fees associated with overdue, lost, or damaged materials on their account. The loss of an ID card must be reported to the library immediately, so the account can be blocked and therefore avoid misuse by unauthorized persons.