



PURPOSE

The purpose of this policy is to establish guidelines and procedures for the circulation of library materials at the University of Kalba (UKB) Library. This policy aims to ensure equitable access to library resources for all users

DEFINITIONS

1. **Loan periods:** The length of time for which a user may borrow library materials.
2. **Borrowing limits:** The maximum number of materials a user may borrow at a given time.
3. **Renewing:** Extending the loan period of borrowed materials.
4. **Valid university ID:** An identification card issued by UKB that confirms a user's affiliation with the university and their eligibility to borrow materials.
5. **Overdue fines:** Monetary penalties assessed for materials that are not returned by their due date.
6. **Lost materials fees:** Fees charged for materials that are not returned or are returned in damaged condition.

POLICY STATEMENT

The UKB Library:

1. Established loan periods and borrowing limits based on user categories, material types, and demand for resources.
2. Require users to present a valid university ID or library card to borrow materials.
3. Provide options for renewing materials, subject to availability and other users' requests.
4. Implement fines and fees for overdue, lost, or damaged materials and suspend borrowing privileges for users with outstanding fines or fees.

RESPONSIBILITIES

The following responsibilities are associated with the implementation of this policy:

- **Faculty Members:** Faculty members are responsible for exercising their academic freedom in a manner consistent with professional standards, ethical guidelines, and the values and mission of UKB.
- **Academic Leadership:** Academic leaders, including department heads, deans, and administrators, are responsible for fostering an environment that upholds academic freedom, supporting faculty members, and addressing any concerns related to academic freedom violations.
- **Institutional Support:** UKB is responsible for providing resources, support, and professional development opportunities that enable faculty members to exercise their academic freedom effectively.



CIRCULATION PROCEDURES

Issue (Check-Out)

- Resources are issued within the issue limit of the user.
- The user should get the documents duly issued at the circulation counter.
- The resources should be collected in person.
- The latest issues of the journals will not be issued.

Return (Check-in)

- Books should be returned on or before the due date.
- Reminders would be sent to the user accordingly.
- If the borrowed items are not returned / renewed on the due date, the late fee / penalty will be added to the borrower's account on the basis of AED 1 per day.
- If late fee reached AED 50 for any user, the library account will be suspended until the user to paid the penalty.

Renewal

- Books can be renewed once for another period if there is no reservation against the particular item.
- Journals will not be renewed.

Reservation (Hold)

- Resources can be reserved only when they are on loan.
- The availability of the reserved item would be informed through e-mail.
- The reserved resources should be collected from library within 3 days.

Lost or Damaged Resources

- The users should replace the resource at his/her own cost within 30 days.
- If the user fails to replace the book within the stipulated time, the library will initiate the purchase and the user would be charged the actual cost of the resource plus 20% the additional charge depending on the type of the resources.
- If the user lost any copy from the series of Volume, the user would be charged for the entire set of volumes.

BARROWING PRIVILLAGES

Library users/patrons can refer to the table below for their eligibility to borrow library items

USER GROUP	BOOKS	
	No. of Items	Loan Period
Management Staff	25	2 months
Faculty Members	20	2 months
Students	10	30 days
Staff	10	30 days



GENERAL BORROWING REGULATIONS

- Patrons should present a valid UKB ID card to borrow materials.
- Course Textbooks are for reference only.
- In cases of forgotten or lost cards, patrons must show photo identification to borrow materials.
- Borrowing privileges are not transferable.
- Patrons must return / renew the borrowed items as per the due date given. Failing which the penalty will be added.
- All borrowed materials are subject to recall and should be returned by the specified date.
- Borrowers are responsible for materials checked out until they are returned to the library.
- Books, and Audio-visual (AV materials) may be renewed twice.
- Patrons may not check out any items if there are overdue items on their accounts.

SCOPE

This policy applies to all library users and covers the borrowing, renewing, and returning of library materials.

