



APP

KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES ADMINISTRATIVE POLICY AND PROCEDURE

NUMBER : 019-P-V01-16
TITLE : CIRCULATION & BORROWING POLICIES
ORIGINATING DEPT. : LIBRARY AFFAIRS
ORIGINAL DATE : NOVEMBER 2016
REVISED DATE :

1. STATEMENT OF PURPOSE

The purpose of this Circulation and Borrowing Policies is to present guidelines for maintaining accurate, efficient and consistent service procedures throughout the college libraries of King Saud bin Abdulaziz University for Health Sciences.

2. APPLICABILITY

This proposed policy applies to all Libraries of King Saud bin Abdulaziz University for Health Sciences (KSAU-HS).

3. RELATED REFERENCES

None

4. DEFINITIONS

None

5. POLICIES

5.1 Eligibility and Library Cards

5.1.1 All full time students, faculty members and staff of KSAU-HS have the right to borrow library materials

5.1.2 Part-time faculty, staff and students *must* obtain a KSAU-HS badge in order to borrow materials

5.1.3 KSAU-HS registered students, faculty, instructors, lecturers and staff can use their University badges as library cards for borrowing materials

5.2 General Borrowing Policies:

5.2.1 Library materials must be checked out in person

- 5.2.2 Borrowed library materials should be returned on the due date
- 5.2.3 Renewal of library materials must be made on or before the item's due date to avoid fine charges, providing no other patron has requested the item(s)
- 5.2.4 Weekends are not included in the loan period
- 5.2.5 Reference books cannot be checked out from the libraries
- 5.2.6 Multi-volume books: each volume is treated as a separate item

5.3 Number of items, loan period and renewal

- 5.3.1 Faculty members may borrow five (5) books at a time for 30 days. Renewal of borrowed books can be made only for two more weeks. If a borrowing request by another user is placed during the last seven days, the library will recall the item(s) to be returned immediately.
- 5.3.2 Students may borrow three (3) books at a time for 7 days. Renewal of borrowed books is made only for seven (7) days and up to 2 times. If a borrowing request by another user is placed during the last seven days, the library will recall the item(s) to be returned immediately.
- 5.3.3 College staff may borrow two (2) books at a time for 7 days. Renewal of borrowed books is made only for seven (7) days and up to 2 times. If a borrowing request by another user is placed during the last seven days, the library will recall the item(s) to be returned immediately.

5.4 Overdue Materials

- 5.4.1 Courtesy notices will be sent by email two days before the due date.
- 5.4.2 Materials become overdue the first day after the due date and borrowing privileges are suspended
- 5.4.3 Overdue notices will be sent automatically by the library management system one day after the due date and three notices will be sent every three days consecutively.
- 5.4.4 Non-receipt of an overdue notice does not remove responsibility for returning library materials.

5.5 Overdue Fines

- 5.5.1 Students: Two (2) Saudi Riyals per day per item fine is charged, with a maximum of three hundreds (SR300.00) per book.
- 5.5.2 Faculty members & staff: Five (5) Saudi Riyals per day per item fine is charged, with a maximum of five hundred (SR500.00) per book.

5.6 Lost & Damage

- 5.6.1 If library material is damaged beyond repair or is lost, the patron is billed for replacement of the original cost of the material plus any overdue fines
- 5.6.2 Libraries will bill the patron for the replacement/repair cost plus any processing or repair fees.

5.7 Inter Library Loan (ILL)

- 5.7.1 Any KSAU-HS student, faculty member, or staff can borrow books from libraries in other University Colleges when it is not available in his/her own College Library
- 5.7.2 On behalf of the borrower (requester), the concerned College Library will send the request to the library where the book is available
- 5.7.3 When the book is returned, it will be sent back to the holding library properly



5.7.4 In case of overdue charges, the requesting library is responsible for handling the fine charges

5.8 Appeal of Fine Charges

5.8.1 A borrower may file an appeal if they feel that an error or a special situation made it difficult for him/her to return or renew the materials on time

5.8.2 Appeals must be filed within 15 days of the original library billing to the concerned user

5.8.3 Fines will not be waived if the appeal is based on any of the following reasons:

5.8.3.1 Borrower forgot or did not know the due dates.

5.8.3.2 Borrower received the courtesy overdue notice late or it failed to arrive at your current mailing or email address.

5.8.3.3 Borrower failed to update his/her current email or mailing address.

5.8.3.4 Borrower loaned the item to someone and he/she returned it late or failed to return to the library.

5.9 Clearance

5.9.1 All students, faculty members and staff must get their library clearance before their graduation or contract termination

5.9.2 Clearance will not be made unless the borrowers have returned and cleared overdue materials and fines from their records

6. RESPONSIBILITY

6.1 Borrowers are responsible for library materials checked out to them until they are returned to the lending library

6.2 Borrowers are prohibited from lending their library card to others

6.3 KSAU-HS students, faculty and staff are responsible for using and maintaining their current University email addresses as the main contact means for the purpose of borrowing and returning of library materials

6.4 Borrowers who abuse library borrowing privileges may have their privileges suspended throughout the Library. Examples of abuse of library borrowing privileges include repeatedly not returning materials on time, not paying replacement bills, not responding to recall notices, not returning library materials even after replacement bills have been issued, and mutilation or damage of library materials



7. APPROVAL

PREPARED BY:



DR. ABDULLAH AL SHAYA
Consultant, Health Sciences Library
Postgraduate Education, KSAU-HS

17/3/2016
DATE

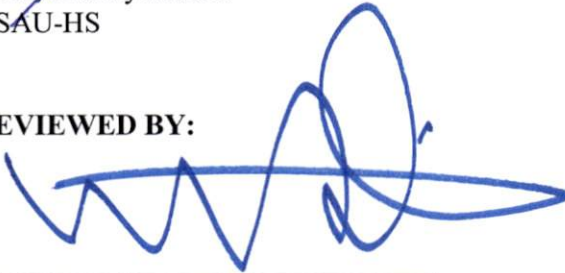
PROPOSED BY:



PROF. ALI AL TUWAIJRI
Dean, Library Affairs
KSAU-HS

Sept 29, 2016
DATE

REVIEWED BY:



DR. ABDULMALIK AL KATHERI
AVP, Development & Quality Management Affairs
Dean, Deanship of Development
KSAU-HS

27/11/16
DATE

APPROVED BY:



PROF. MOHAMED AL MOAMARY
Vice President
Development & Quality Management Affairs
KSAU-HS

29/11/16

EFFECTIVE DATE

