



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

1. STATEMENT OF PURPOSE

The purpose of this APP 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.
- 5.1.4 Visitors, interns and alumni must present valid Identification Card to enter and use the library facilities.

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 Library materials must be renewed either by visiting the circulation desk, email or phone call 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, audio visual (AV) materials, thesis, periodicals should not be checked out from the libraries.
- 5.2.6 Multi-volume books: each volume is treated as a separate item.
- 5.2.7 1 Copy should never be circulated and remain in the library as a reserve.
- 5.2.8 Books can be reserved for 24 hours only; each registered user may reserve a maximum of two (02) library books which are currently checked out to the other users. Once the item is available, the users will be notified by email for collection.

5.3 Number of items, loan period and renewal

- 5.3.1 Faculty members may borrow four (4) 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 and 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.
- 5.3.3 Visitors, interns and alumni are not eligible to checkout any library materials.

5.4 Overdue Materials

- 5.4.1 Materials become overdue the first day after the due date and borrowing privileges are suspended.
- 5.4.2 Overdue notices will be sent automatically by the library management system three days before due date, on the same due date, and three days after the due date.
- 5.4.2 Final reminder will be sent by email to the concerned department for appropriate action.
- 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 Patron with lost/damaged item must immediately report the item to his/her respective library to stop counting of fines.
- 5.6.2 If library material is damaged beyond repair or is lost, the patron must replace it with the same item or the latest edition plus any overdue fines.

- 5.6.3 If the lost item is out-of-print, it should be replaced by a similar title with equal or higher price. The replacement of such item must be approved by College Learning Resource Committee.
- 5.6.4 The patron with lost/damaged item should not be allowed to checkout any library materials until the item has been replaced.

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 an email to the library where the book is available.
- 5.7.3 The borrower is responsible to collect and return the book from the lending library.
- 5.7.4 In case of overdue charges, the borrower is responsible for any 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 should not be served unless the borrowers have returned and cleared overdue materials and fines from their records

6. PROCEDURES

6.1 Circulation Procedures

- 6.1.1 Borrower can get the book directly from the shelves
- 6.1.2 The borrower should present the book and the badge at the charging desk.
- 6.1.3 In case the needed book is not available in the library, apply Interlibrary Loan (ILL) Policy 5.7.2
 - On behalf of the borrower (requester), the concerned College Library will send an email to the library where the book is available




7. RESPONSIBILITY

- 7.1 Borrowers are responsible for library materials checked out to them until they are Returned to the lending library.
- 7.2 Borrowers are prohibited from lending their library card/badges to others.
- 7.3 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.
- 7.4 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.

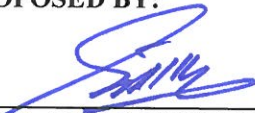
8. APPROVAL

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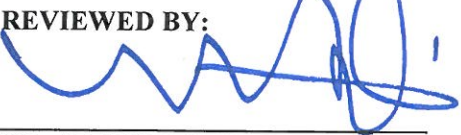
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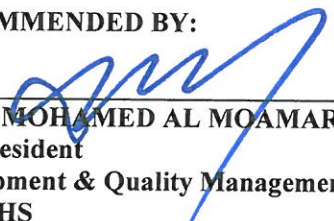
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25 DEC 2017

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21 JAN 2018

EFFECTIVE DATE

