

UNIVERSITY LIBRARY BORROWING POLICY

Objective: The policy aims to establish clear guidelines for the borrowing, returning, and management of library resources. It ensures equitable access to library materials for all eligible Borrowers, promotes responsible usage, and protects library assets from loss or damage. Additionally, the policy aims to maintain an organized and efficient library system that supports the academic and research needs of the university community.

Eligible Borrowers: Students enrolled in the respective trimester, full-time staff, and adjunct faculty are eligible to borrow books and materials. Students must activate their library accounts by logging in with the default credentials on library computers and accessing the KOHA library management system. Staff and faculty can activate their accounts by logging directly into KOHA.

Library loan items: These are the materials or resources available in a library that can be borrowed by eligible users for a specific period of time, subject to the policy.

Loan: Any item on loan remains the responsibility of the borrower until it is removed from their Library account by returning it to Librarian. Borrowers can check their loans by logging into the KOHA System.

The number of items which can be borrowed and the length of time they can be kept depends on the category of borrowers as stated below.

Borrowers	Number of items	Loan Time
Students- CDFP, Undergraduate and Postgraduate	2	2 weeks
Full Time Staff- Academic	4	4 Months
Full Time Staff- Professional	2	1 Month
Adjunct Faculty	4	1 Month

1. The loan items can be renewed at the expiry unless the item (s) has/have been reserved by any other eligible borrower before such renewal request.
2. Irrespective of the loan period, all items should be returned to the library before the member's account expires (i.e. Graduation/ leaving the University/ termination of employment).

Lost/Damaged Items: In the event of lost or damaged items, the borrower will be charged the replacement cost of the item, provided the library is notified before the loan period expires. Any delay in reporting will be considered overdue, and in such cases, both the replacement cost and an overdue penalty of AED 10/- per day will be charged for the duration of the overdue period until the lost/damaged notification is sent to the library via email or 30 calendar days, whichever comes first.

Overdue Items: If a borrower fails to return or renew items within the specified loan period, the library will send a **Reminder Notice** via email, instructing the borrower to return or renew the items within two (2) working days. If the borrower does not comply with the reminder notice, the following actions will be taken by the Librarian:

1. The borrower's account will be placed on sanction until the item is returned or a lost/damaged notification is sent via email to library@curtindubai.ac.ae
2. The Curtin Dubai Finance Department will be notified to charge AED 10/- per day for the overdue period, starting from the expiry of the loan period, up to a maximum of 30 calendar days. Beyond this period, the borrower will be charged both the replacement cost of the item along with the overdue penalty for 30 calendar days.

The replacement cost and/or overdue penalty will be applied to the borrowers account with the Finance Department.

Review: This policy will be reviewed on an annual basis.