



AUW Library Loan Policy
Approved by the University Registrar:
27 January 2020

Loan Policy:

The purpose of the AUW library loan policy is:

- To ensure equitable access to the library for members of the AUW community;
- To promote the optimal availability of library resources
- To minimize inconvenience to library users,
- To ensure the provision of high quality service and to promote efficiency in the loan operation.

Library cards:

All faculty, student and staff of AUW are eligible for membership of the AUW library and library membership cards are prepared for them. The Library circulation officer holds these cards and keeps book records against the cards when users borrow materials from library.

Alumnae may be granted use of library resources but on an on-line basis only. Enquiries may be directed to library staff. For further information please see the below link:

[http://103.98.135.8/library/Alumnae%20Library%20Membership%20Registration%20Form - converted.pdf](http://103.98.135.8/library/Alumnae%20Library%20Membership%20Registration%20Form%20-%20converted.pdf)

Borrower's Responsibility:

1. Returning books on time. The borrower is responsible for signing the book card to confirm the return of the book.
2. Immediate notification of lost, stolen, or damaged library materials borrowed by respective users
3. Replacement of lost or damaged materials
4. Borrowers are responsible for returning all materials, including recalls within due dates. It is also the responsibility of all borrowers to ensure that they are aware of library policies and practices to avoid difficulties with fines

Please note: Lack of knowledge of loan policies, failing to remember due dates, failing to renew on time and failing to receive notices (e.g. courtesy, overdue, etc.) will not be counted the cancellation of fines or other charges.

Borrowing Privileges:

AUW current students, faculty and staff are eligible for borrowing privileges by creating a Library Membership Card. Privileges include:

Borrower Category	Material Type	Loan Type	Number of items	Loan Period	Amount of Late Fine
Students	Books	General Issue	4	10 days	Week 1= notification & observation Week 2= per day 2 taka for each item Week 3 & 4= per day 5 taka for each item If the items are not returned within 30 days the user will lose loan privileges
		Special Issue (Course books)	Not limited to any particular number	Full Semester	
	CD/DVD		1	2 days	
	Printed Journal		1	4 days	
Faculty/ Staff	Books	General Issue	6	15 days	
		Special Issue (Course books)	Not limited to any particular number	Full Semester	
	CD/DVD		1	2 days	
	Printed Journal		1	4 days	

Overdue Notification:

The due dates of the borrowed materials are mentioned on the due date slip when items are borrowed.

Borrowers will be notified by email about the due dates of the borrowed materials. This is a courtesy and each borrower remains responsible for ensuring that items are returned within the due date; the non-arrival of an email reminder will not be taken as an acceptable reason for the failure by a borrower to return an item.

Renewal:

Loan items can be renewed twice, if the items are not reserved by another borrower. The number of days per renewal will be the same as the original loan duration, i.e. if a book is lent for 10 days, each renewal will be granted for ten days. Renewal is conditional to availability.

Recall:

If a borrowed library item is urgently needed by another student or faculty member, the user may be asked to return it before the due date.

Items on hold and recalled for others will not be renewed.

Reservations:

Readers can reserve library items that are not currently on loan by logging into the library website.

Reservations can be held only for 2 days.

Books currently on loan:

The Library staff maintains a queue roster of books that are currently on loan. The queue will be maintained on a first come-first serve basis, although faculty are given priority in the queue.

Lost Items/Replacement:

Library patrons must pay the library for the replacement of borrowed items that are lost or damaged. The replacement of the lost item will be the current price of the lost item. If any user pays for the lost item then the late fine of the lost item will be waived.

Any waiver or exception must be approved by the Registrar and the library will retain documentation showing the reasons for the waiver,

Clearance:

When a student, member of faculty or staff leaves AUW, the Library carries out a clearance procedure. This process confirms that the user's library account, remote access, and Turnitin account have been closed, and there are no outstanding loans or fines.

Users about to leave the University must return all materials borrowed from the library in order to receive a clearance certificate from the Librarian.