



Borrowing Materials from the Library

YOUR LIBRARY ACCOUNT

Every member of the AUP community gets an account in the Library system that will allow them access to our resources and services according to their status (student, faculty, staff, etc.) – including loans of Library materials. Borrowing privileges are limited to personal use only.

Normally, students' accounts are automatically reestablished in the Library system every semester after the add/drop deadline. Students who wish to use Library services during the first few weeks of the semester will need to come to our Service Desk to have their account reestablished manually. They need to present a valid AUP ID card, proving registration in a credit course at AUP for the current semester, or an ID card demonstrating affiliation with AUP (for Cooperative Programs).

TO BORROW MATERIALS

To borrow materials from the Library, take them to the Service Desk and present your ID card. Your card also needs to be presented when consulting reserve materials within the Library.

During Study Hours, when the Service Desk is closed you may check out books on your own using the **self-check** machine to the left of the Service Desk. The self-check machine provides step-by-step visual instructions, but if you have any questions, just ask a staff member.

Improper use of materials

All Library materials must be checked out at the Service Desk before leaving the Library. Attempts to damage Library materials or remove them without permission are considered violations of the University's Standards of Conduct (see AUP Catalog) and will lead to disciplinary sanctions. Please note that damage to materials includes writing in them and folded or “dog-eared” pages.

RECALLS AND SEARCHES

A RECALL can be requested when the “Status” of an item in the online catalog indicates “Due” (on loan). When the book is returned, you will be notified that it is available. If a book is listed as “Available” but is not on the shelves, a SEARCH can be requested at the Service Desk to determine the status of the book.

UNIVERSITY LIBRARY LOAN POLICIES

NUMBER AND LENGTH OF LOANS (GENERAL COLLECTION)

The policy below is for the **general circulating collection**, including most items shelved in the *Stacks*, *Oversize* and *Storage* areas. Policies for *films* and materials on *reserve* can be found in the *Academic Film Collection* and *Finding Reserve Materials* pages.

- **Number of items:** There is no limit on the number of general collection books that can be checked out by AUP students and Faculty. A limit of 6 circulating items is applied to members of cooperative programs.
- **Loan period:** 3 weeks.

RENEWING YOUR LOANS (GENERAL COLLECTION)

If you have no blocks on your account, books from the general collection that have not been requested by other borrowers may be renewed, using one of the following methods (*not by telephone*):

- **Web (preferred):** Log on to *Your Record* from the Library's home page and using your ITS username & password. Under "Items on Loan", select the items you wish to renew and click on *Renew Items*.
- **Email:** Send the request to userservices@aup.fr. Include name, your ITS username, and barcode(s) of item to be renewed. An e-mail confirmation will be sent if item was renewed, or an e-mail response explaining why item cannot be renewed.
- **In person:** Bring the item to the Service Desk for a staff member to renew.

Please note that **overdue books cannot be renewed**.

An item can be renewed as many times as needed during a given semester.

RETURNING BOOKS

DATE DUE – When borrowing items at the Service Desk, the staff will give you a printed receipt with the date-due and/or tell you the date by which books are to be returned; when borrowing using the self-check, you'll get a printed receipt with the due date. You can also view the due dates of any items on loan to you by looking at *Your Record* in the Library catalog. Borrowers are responsible for verifying their online record (see instructions in the Library Guide section *Online Catalog: Services* - "Access to Your Account Information").

BOOKS FROM THE GENERAL COLLECTION (STACKS/ SHELVES) - books can be returned either to the staff member on duty at the Service Desk or put in the book drop (at the entrance door).

RESERVE BOOKS - Reserve materials should always be returned to the Service Desk with the exception of overnight loans, which may also be returned through the book drop.

AUDIO/VIDEO MATERIALS – All audiovisual materials borrowed (DVDs, videocassettes, CDs, etc.) should be returned directly to a staff member at the Service Desk. A special drop box is available to the right of the Service Desk for returning films during study hours.

All borrowed materials must be returned at the end of each semester, or they are considered lost and billed as such.

OVERDUE FINES

GENERAL COLLECTION - **20 cents** (euro) per day for each book not returned by the due date.

RESERVES - **1 euro** per hour, or portion thereof, for each item not returned by the due time.

RECALLED ITEMS - **1 euro** per day for books not returned on their due date.

FILMS - *See the pages on the Academic Film Collection in this guide for film fines.*

Overdue materials and unpaid fines of 3 euros or more block further loans; they also block the release of grades and transcripts at the end of the semester.

LOST BOOKS

- Lost or damaged books should be reported immediately to the Service Desk in order to suspend overdue fines.
- Borrowers will be charged a flat fee of **40 euros** at the end of the semester for each lost or unreturned book. The flat fee includes a non-refundable processing fee of 16 euros.
- Grades and transcripts are blocked until lost book fees are paid in full.
- Students who have been billed for lost or unreturned materials may return those items before the end of the following semester and receive a partial refund of 24 euros (40 euros minus the 16 euro processing fee). No refunds will be made after that deadline.

LOST FILMS

The actual replacement cost (for a version that includes *institutional viewing rights*) will be owed, plus a 16 euro processing fee.

NON-CIRCULATING MATERIALS

Reference books (call numbers preceded by REF), books stamped Non-Circulating, some Reserve materials (including those with 'PC' call numbers) and all periodicals may not be borrowed and can only be consulted in the Library.

LOAN GUIDELINES AT A GLANCE

Type/Location of Material	AUP Students	AUP Faculty	AUP Staff	Students in cooperative programs
Stacks: circulating books				
Max no. of items borrowed	(no limit)	(no limit)	(no limit)	6
Length of loan period	3 weeks	3 weeks *	3 weeks	3 weeks
Max. no. of renewals	as needed <u>within</u> a semester	as needed <u>within</u> a semester *	as needed <u>within</u> a semester	as needed <u>within</u> an AUP semester
Reserves: in-library use (when Service Desk is open)				
Max no. of items borrowed	1 of each media (e.g. book/video) 2 total	(any items on reserve for that professor)	1	1
Length of loans (books/CDs)	2 hours	2 hours *	-	-
Length of loans (films)	3 hours	3 hours *	-	-
Reserves: overnight loans ** (within 2 hours of closing)				
Max no. of items borrowed	2	(any items on reserve for that professor)	0	0
Length of loans (books/CDs/lendable films)	Until 1 hour after opening next open day	Until 1 hour after opening next open day *	-	-
Academic Film Collection: borrowing restrictions				
	"Can I borrow a video with _____?"			
"F" marked on color label (faculty only; includes all Yellow/Red, some Green/Blue)	No	Yes	No	No
GREEN or BLUE and NO "F" on color label	Yes	Yes	Yes	No
Length of loans	2 days	3 weeks *	2 days	-
Academic Film Collection: authorized viewing locations				
	(E) = only short excerpts			
Color code GREEN	Library Home	Library/Class Home	Library Home	-
Color code BLUE	Library (E) Home	Library/Class (E) Home	Library (E) Home	-
Color code YELLOW	Library	Library/Class	Library	-
Color code RED	Library (E)	Library/Class (E)	Library (E)	-

* faculty may request extended loan periods

** some reserve materials (films, CDs, and books) cannot be borrowed overnight