


Policy Group	Library and Learning Commons	Policy Number	ACA-LIB-01	 جامعة زايد ZAYED UNIVERSITY
Responsible Office	Office of the Provost	Distribution	External	
Date Approved	12 October 2020	Effective Date	12 October 2020	
Date Last Reviewed	21 September 2020	Due Date for Next Review	30 September 2023	

PROCEDURES

Library Public Services

1. Circulation Guidelines by Types of Materials

Specific circulation guidelines by type of material are shown below:

- 1.1 General Collection -- Circulation guidelines vary depending on the category of borrower;
- 1.2 Reference Collection -- These items do not circulate;
- 1.3 Emirates Collection -- One copy of each title at each site, does not circulate;
- 1.4 Media -- Circulation guidelines vary depending on the category of borrower and the type of media. Preview of all videos is advised as faculty and staff are responsible for ensuring that the content of the video is appropriate for ZU students;
- 1.5 Other Print and Non-print Materials -- Circulation guidelines will vary depending on the category of borrower and the type of material;
- 1.6 Kits -- Circulation guidelines will vary depending on the category of borrower and the type of kit;
- 1.7 Newspapers -- A number of local newspapers are available. Back issues are held for one-and-a-half months, and are then discarded;
- 1.8 Periodicals – Do not circulate;
- 1.9 Online Databases and Other On-Line Resources -- The Library's subscriptions to these databases are licensed for the use of Zayed University faculty, staff, and currently enrolled students only.

2. Use of Facilities, Resources and Services

Faculty wishing to bring classes or groups to the Library must arrange with the Liaison Librarian for their college to ensure availability.

- 2.1 Space may be reserved one (1) week in advance.
- 2.2 The reserved time may be for an entire class period or for a shorter period.
- 2.3 Only faculty may reserve classrooms. Students may reserve Library Study Rooms through the Library booking system: LibCal.
- 2.4 Faculty must attend all sessions in the Library with their students and must remain for the entire period.

- 2.5 Faculty are responsible for maintaining an appropriate library atmosphere and for seeing the work space is left in an appropriate condition when the class finishes. Students are responsible for the atmosphere of the study rooms they have booked.
- 2.6 Faculty wishing to book Librarians for Information Literacy sessions must do so after consulting the Liaison Librarian for their college at least five (5) days in advance.

3. Borrowers and Borrowing Periods

- 3.1 All borrowing materials, borrowers and borrowing periods are described in detail in the attached Borrowers and Borrowing Periods table (Appendix A).
- 3.2 All borrowed materials are subject to recall when needed by another patron. A patron who has borrowed a book will be given 14 days to complete reading and to return it to the Library.
- 3.3 If a hold is placed on a resource, the circulation staff will contact the patron when the resource becomes available. The item will be held for seven (7) days.

4. Overdue Materials

- 4.1 Overdue notices are sent to students, staff, alumni and community users every day; and to faculty at the end of each semester.
- 4.2 Graduating, transferring, and withdrawing students will not get clearance from the Library until all Library records are clear. Library staff will decline approval of the academic form, and inform the student, the course coordinator and the Registrar the reasons for declining clearance.
- 4.3 The Human Resources Department will notify the Library of employees who are leaving. Faculty and staff will not receive a signature on their final clearance papers until their Library record is clear.

5. Photocopying

Photocopy machines are located in the Library for student use. There is no charge, however students are advised to respect the allowance provided. A limit is set for 20 pages per student. For more copies, students are advised to use the Business Center near the Library.

6. Printing

Printers are available in the Library. No charges are levied for printing. A limit of 20 pages is allowed for each student.

7. Revision History

Date	Revision
12 October 2020	President’s Decree issued; President as Acting Vice-President (PD#95 of 2020)
21 September 2020	Approved by the Academic Council.
14 September 2020	Endorsed by the Provost’s Council.
7 September 2020	Endorsed by the Deans’ Council with no changes required.

5 August 2020	Revisions: <ul style="list-style-type: none"> • Updated in line with current Library operations; • Added the Distribution; • Revised table on Borrowers and Borrowing Periods as Appendix A; • Moved section on Lost and Damaged Materials to the Policy.
12 December 2019	Updated the policy group in line with the policy, and the format.
1 October 2000	Procedures approved.

Attachment:

Appendix A: Borrowers and Borrowing Periods

**APPENDIX A:
BORROWERS AND BORROWING PERIODS**



MATERIAL TYPE	STUDENTS	FACULTY	STAFF	ALUMNI	CONSORTIUM BORROWERS	COMMUNITY USERS
General Collection	3 weeks	Semester	3 weeks	3 weeks	2 weeks	Permission required
Reference Collection	Do not circulate	Do not circulate	Do not circulate	Do not circulate	Do not circulate	Do not circulate
Emirates Collection	3 weeks	3 weeks	3 weeks	Do not circulate	2 weeks	Do not circulate
Audiovisual	1 week	1 week	1 week	Do not circulate	Do not circulate	Do not circulate
Newspapers	Do not circulate	Do not circulate	Do not circulate	Do not circulate	Do not circulate	Do not circulate
Periodicals	Do not circulate	Do not circulate	Do not circulate	Do not circulate	Do not circulate	Do not circulate
Curriculum Collection	3 weeks	3 weeks	3 weeks	3 weeks	Do not circulate	3 weeks
Kits	3 weeks	3 weeks	3 weeks	Do not circulate	Do not circulate	Do not circulate