



**Document title:** [Circulation Policy – September 2019]

**Document version number:** V.1

**Office/department responsible:** Library

**Approved by:** Dr. Mahmoud Allam – President of The Knowledge Hub Universities

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### **Who Needs to Know This Policy**

Entire TKH Community

### **Supporting Department**

Responsible University Official: Yasser Abdou – Librarian

If you have any question about this policy, please send an email to: [yasser.abdou@tkh.edu.eg](mailto:yasser.abdou@tkh.edu.eg)

### **Policy Statement / Purpose**

This policy sets out the regulations regarding the loan of University Library materials.

The purpose of the Library Circulation Policy is to ensure maximum accessibility to the university Library collection by striking a balance between the needs of its users and the restrictions necessitated by the collection size and scope. This policy will periodically change to reflect the development and expansion of the Library collection and the growing needs of its users.

### **Who Needs to Know This Policy**

All TKH Community.

### **Policy/Procedures**

- Borrowers are responsible for the return of all items on time and in good condition.
- Loans are due before closing time on the due date.
- **Loan periods**

Books	14 days
Magazines	14 days
Course Reserves	LIBRARY USE ONLY

DVDs/Film	3 days
Journals	LIBRARY USE ONLY
Reference Books, Newspapers, Rare Books & Special Collections and University Archives Materials	LIBRARY USE ONLY

### **Suspension of borrowing privileges & suspension of Library access**

The Library will suspend borrowing privileges and may suspend access to the student's account when:

- Materials are overdue for more than 14 days after the due date.
- These items are considered lost and full replacement charges will be added to the borrower's account.
- Recalled materials are not returned by the due date.

#### **Recalls**

- Borrowers can recall items charged out to other borrowers.
- Recalling prevents the borrower who has the item from renewing it.
- Borrowers who fail to return recalled items by the due date will incur fines and Library privileges will be suspended until recalled items are returned.
- The borrower will be notified of recalled materials by email.

#### **Renewals**

- Items on loan can be renewed via email, in person, by telephone if they have not been recalled by another borrower.
- Items must be returned by the due date on the recall notice or fines will accrue and borrowing privileges will be suspended.

#### **Returning Library Materials**

- All materials must be returned to the Library to ensure the item is checked off from the borrower's record. It is the borrower's responsibility to check with the Librarian(s) that his/her book(s) has been received.

## Fines

- The library charges a fine for every calendar day an item is overdue. Overdue fines for recalled items are 10 EGP per day for each item.
- Bills and/or accruing fines reaching or exceeding 500 EGP will result in the student's Library record being suspended.
- All fines are paid at the Finance Office.
- Students must pay all outstanding Library fines in order to receive clearance from the Library during the graduation audit.
- The replacement fees are in addition to any fines that may have accumulated.

## Replacement Costs

- Determining a fair and adequate replacement cost for Library materials is usually based upon the current item cost.
- A borrower may elect to purchase a replacement copy. This must be identical to the original copy and have the same ISBN number or other standard identifying number as determined by Library staff member. A replacement copy must be in new or "like new" condition.

## End of term returns

- If materials are not returned by the final day of semester, the Library will issue a bill for replacement. Students will not be issued their grades or transcripts and will be blocked from all registration activity until outstanding materials have been returned and the account is settled.

## History/Revision Dates

Origination Date: September, 2019

Next Review Date: December, 2019

**\*\*\*Disclaimer:** The Knowledge Hub Universities reviews the policies on regular basis if needed for work flow and business purposes.

Version Log	Date	Signature of the President of TKH
Version 1 (V.1)		

