

Circulation Services

Effective as of:

American University of Armenia

Policy for Publication

Policy Number: Number Not Yet Assigned

All students, faculty and staff of the University with a valid Library Identification Card are eligible to check out materials.

Borrowing privileges by patron type

<i>Patron type</i>	<i>Lending time</i>	<i>Number of books</i>
AUA Faculty	One semester	Twenty
AUA Students	Four weeks	Ten
AUA Staff	Two weeks	Three

Loan categories

There are three loan categories:

Standard Loan: borrowing privileges specified according to patron type.

Short Loan: overnight loan of certain restricted material.

Library Use Only: refers to non-circulated materials for use only in the library.

Right to privacy

Every library patron has a right to privacy while using properly charged library materials. Names of borrowers will not be disclosed.

Renewal Policy

Library patrons are responsible for renewing materials before the due date, which is stamped on the inside back cover of the book. Items put on "hold" by other patrons cannot be renewed.

Papazian Library offers a new and improved service to Library patrons, you may now renew the checked out materials online or by phone (+374 10 51-27-64). The detailed instructions for renewing books remotely are sent to all registered patrons via the Library mailing list service.

Holds, Searches and Recalls

If a book is checked out, a patron can place a "hold" on the checked out item through WebOPAC. When the item is available a notice will be sent to the patron and the book will be held for pick-up for thirty days at the Circulation Desk. If a book is not checked out and not on the shelf, a **search request form** may be filled out at the Circulation Desk. Staff members will search for the item. Patrons will receive a notice about the outcome of the search. Found items will be held for pick-up for seven days at the Circulation Desk. All books are subject to recall 14 days after their first checkout date, and/or at any time for reserve use.

Reserve Procedures and Policies

The Reserve System allows limited materials to receive maximum use by all students in a particular class by holding said materials at the circulation desk and releasing them to students of the class for short periods of time. The faculty member should bring reserve materials to the circulation desk two days before informing classes. Instructors may request that books be transferred from the general Library collection, periodical articles photocopied from the general collection, or they may provide their personal copies of books and articles. Each item on reserve is given an identification number. Reserve materials can only be used in the library.

Reference materials

Reference materials may be checked out by faculty or staff for no longer than one or two days if needed for research purposes.

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Textbook collection

Students check out textbooks requested by faculty at the beginning of each quarter. Each student is assigned a specific textbook for which s/he is responsible throughout the duration of the quarter. It is the student's responsibility to handle the textbook with care. At the beginning of each quarter faculty members submit online the textbook request form for each course before classes begin. One copy of every textbook is placed on reserve for the use of individuals not enrolled in the course. At the end of each quarter, all students are required to return their textbooks after the final examinations for each course. The due date will be posted prior to the end of each quarter. The student who fails to return a library item because it is lost, stolen, or damaged is required to compensate the University the replacement cost. The TOEFL, GRE, GMAT and SAT preparation guides and materials on reserve can be borrowed overnight by AUA students, faculty, and staff. These materials can be checked out after midnight (Monday through Friday) and after 5:30 (Saturday and Sunday), and must be checked in by 10am the next day.

Periodicals

Periodicals are not circulated except for in preapproved situations. Back issues of journals are available in bound volumes or through selected full text online databases and online resources.

Overdue fines and replacement charges

The Library sends overdue notices through e-mail once a month via library mailing list. Overdue fine is 100 AMD per day per loaned material. Replacement charges for lost items are determined according to the price of the book plus shipping and handling costs or **1,5** times the price of the lost item. Payment for overdue and lost items is done at the Circulation Desk. The library also accepts an extra copy of the lost book as payment.

Photocopy policy

Printing/photocopying/scanning is available in Papazian Library for 20 drams per page, 30 drams for double side page.

Copyright Law

The Library follows the "Fair Use Guidelines" incorporated into the legislature accompanying the 1976 U.S. Copyright Act and subsequent Amendments. It is permissible to place on Reserve a single copy of: a chapter of a book or an article from a periodical or newspaper.

Responsibilities of the borrower

- Current identification is required.
- Observe the lending regulations of the library.
- Pay charges for late return, damage or loss of materials.
- Notify library staff of lost or stolen ID cards. Patrons are responsible for any materials checked out from the library.
- Do not lend borrowed materials or identification cards to any other person for checking out library materials.
- It is strictly prohibited to cut, tear, or deliberately retain Library materials.
- Patrons should act immediately upon receiving a recall or overdue notice.
- Return library materials to the Circulation Desk.

Study Rooms

Room reservations are only available to AUA students, faculty and staff. The study rooms may be reserved online. The duration for reservation is from 30 minutes to 3 hours in length.

Before leaving the rooms the patron must turn off the light, lock the door and return the key to the circulation desk.