
The AGBU Papazian Library is open to:

- The AUA community (current students, faculty and staff, AUA alumni and Extension students)
- Members of the public, age 16 years and older

To apply for an AGBU Papazian Library card as a member of the public, you need to present a valid passport or ID card, and pay the associated membership fee.

Change of personal or contact information, or misplacement of a Library membership card, must be reported immediately.

Membership fees:

AUA community: Free

External patrons:

- o Standard membership:

- - 12,000 AMD initial one-year membership fee
- - 6,000 AMD annual renewal fee

All membership fees are non-refundable. Patrons who lose or misplace their membership card will be charged a 1,000 AMD replacement fee. If your card has not been active for five years, it will be considered inactive and you will need to reapply for membership.

Borrowing privileges by patron type

All patrons with a valid AUA or Library card are eligible to borrow Library materials. Patrons are responsible for any materials borrowed under their name, and must pay a fine for lost, overdue, or damaged items.

<i>Patron type</i>	<i>Lending time</i>	<i>Number of books</i>
AUA Faculty	120 days/4 months One renewal allowed	Twenty
AUA Students and Staff	45 days One renewal allowed	Fifteen
External users, alumni, Extension students, etc.	30 days One renewal allowed	Five

Borrowing fines (applies to all patron types)

For overdue items: 100 AMD overdue fine per day per item

- 1) Patrons cannot check out any additional items if there is a fine on their account.
- 2) Overdue items are declared “lost” 45 days after the due date and incur the following charges:
 - 2.1) 10,000 AMD or 1.5 times the price of the item, whichever is greater, charged per item.
- 3) For damaged items, the patron must pay 1.5 times the current market price of the item.

Patrons who return Library materials with markings, ripped pages, or any form of damage, will be charged according to the policy stipulated above. The Library also accepts exact/identical replacements of the lost or damaged item as payment.

Periodic due date reminders are sent to all patrons with items checked out as a courtesy from the Library, however each patron is responsible for keeping track of when their items are due. All payments for fees and fines are processed through the AUA payment terminal. Speak with Library staff for further assistance.

Members failing to obey the policy may lose their membership with forfeit of all previously paid membership fees. Patrons who knowingly attempt to leave the Library with materials that have not been checked out properly, or who otherwise violate the [Library Code of Conduct](#), may be barred from future use of the Library.

Renewals

Library patrons are responsible for renewing materials before the due date via their online Library account, in-person, by emailing library@aua.am, or by

phone.

Renewals are not allowed under the following circumstances:

- - Another patron has placed a hold on the item
- - The item has been placed on reserve for a course
- - The item is overdue
- - The item has exceeded the renewal limit
- - The item has been recalled

Holds

Patrons may place a hold on checked out materials via their Library account or by contacting Library staff. When the checked out item is returned, the patron who placed the hold is contacted via email and must pick up the item from the Library within seven days.

Reference materials and periodicals

Reference materials and some periodicals in print format are considered non-circulating and must be accessed in the Library only. Exceptions may be considered on a case-by-case basis.

Use of Library space and facilities

The use of the Library reading rooms and other Library facilities is restricted to current AUA students, staff and faculty only, with the exception of study rooms, which are restricted to students only.

Other Library members may use the space and facilities for:

- Using reference/art materials, standardized test prep materials, and accessing electronic resources from Library computers. Time restrictions may apply.
- AUA alumni, Extension and students are allowed to use the Library reading rooms during evening hours (after 8pm) and during University breaks.

Fair Use

The Library follows the "Fair Use Guidelines" incorporated into the legislature accompanying the 1976 U.S. Copyright Act and subsequent Amendments for all circulating materials, respecting U.S. copyright laws for all published materials.

Right to privacy

The Library adheres to the American Library Association's [Library Bill of Rights](#), which specifies that all library users have a right to privacy and confidentiality in their library use, regardless of age, background or views. Patrons' data, records and library activity will not be publicly disclosed.

Related Documents

Library Code of Conduct