



University of Bahrain  
Library & Information Services

## Circulation Rules & Regulations

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## Circulation Rules & Regulations

**Article 1:** The following rules and regulations cover the borrowing and lending of the University of Bahrain Library materials.

**Article 2:** These rules apply to students, faculty and staff at the University of Bahrain as well as outsiders who hold a UOB library card.

**Article 3:** The following terms refer to:

- **University:** University of Bahrain
- **President:** The President of the University of Bahrain or whomever is officially acting for him.
- **Library:** The Libraries at the University of Bahrain.
- **Director:** The Director of the University of Bahrain Library or whomever is officially acting for him.
- **Library materials:** Books and other materials for loan from the library.
- **Borrowing:** Borrowing library materials to use inside the library or to take away.
- **Fine:** A sum of money the borrower must pay for overdue books and late returns.
- **Replacement:** A sum of money the borrower must pay for lost or defaced items.
- **System:** Library automated lending system.
- **User:** Any person who borrows books or other library materials.

### **Article 4: Borrowing of Library materials**

University of Bahrain students, faculty and staff in possession of a valid University of Bahrain ID card are entitled to borrow library material upon presentation of the card. Individuals who do not fall into the above categories may contact the library should they wish to use the resources.

### **Article 5: Borrowing Privileges**

All regular books can be checked out except REFERENCE books, PERIODICALS, and SPECIAL COLLECTIONS. The Borrowers' classification and loan Period for the maximum number of books will be as follows:

- Students: 5 books for 4 weeks and can be renewed more than one time
- Post-graduate students: 10 books for 4 weeks and can be renewed more than one time
- Faculty members & Staff: 25 books for one semester and can be renewed more than one time

### **Article 6: Renewals**

Items borrowed from the Library may be renewed for another period either at the Library Circulation Desk, or online directly through the Library System, or by using the self-check machines available at the library.

### **Article 7: Recalls**

The Library may recall books or other materials before the end of the loan period if another library user requires such materials. The first borrower is entitled to keep the item for 14 days from the starting date of the loan. He/she must then return the book to the library.

### **Article 8: Reserve Books**

Reserve books are restricted for the use of UOB students only. Reserve books are those, which are taken out of regular circulation because of high demand and placed at the Reserve Desk in the Library. Reserve books will circulate only two hours to a person within the Library, and may circulate overnight one-half hour before the Library closes. These books are due within the first half-hour of the next day the Library is open. The Library also makes available digitized course support materials for the use of students within the university's Intranet.

### **Article 9: Reservations**

Any borrower may request the Library to place a "hold" on an item, which is in circulation. The Library will then inform the requester when the book or item is available: it must then be picked up within five working days.

### **Article 10: Overdue Notices**

Reminders to return books are sent to users by e-mail automatically from the Library System. Overdue notices are sent as a courtesy to save borrowers from incurring large fines and reinforce return of library materials. However, it is the borrower's responsibility to return books on time.

## **Article 11: Overdue Charges**

**Overdue fines are fixed as follows:** Books: There will be a charge for overdue book(s) of (50 fils) per book per day (Sun-Thu) with a maximum charge of BD5.

**Reserve Book(s):** There will be a charge for overdue book(s) of (100 fils) per hour, with a maximum charge of BD5.

## **Article 12: Lost Material Charge**

If an item is lost, the Library should be contacted immediately. The following will be charged for lost items.

**Option 1:** The user has to replace an identical copy of the lost item within 2 weeks.

**Option 2:** If the user is unable to replace the lost item, then the following will be charged:

The retail price of the book plus BD5 for processing and administrative costs.

## **Article 13: Fine Exemption**

The Director of the Library is authorized by the President of the University to remove fines in certain cases where a valid excuse is presented like absence for medical reasons, or being away from the university on official duty, or system failure, or any other excuse that is deemed reasonable.

## **Article 14: Suspension of Borrowing Privileges**

Borrowing privileges will be suspended for failure to return or renew library material on time, failure to return recalled items, and / or failure to pay overdue charges.

## **Article 15: External users**

Within the framework of the support programmes that the University of Bahrain provides to the community, external users can obtain an annual membership card which would enable them to use the university library. The Director of the Library is authorized by the President of the University to allow external users who fulfil the conditions to borrow books.