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Policy: **Library Loan Rules**

Code: **08LR03**

Reviewed/ Revised: **15/02/2022**

Policy Owner: **Senior Librarians**

Target audience: **All eligible Library users**

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**PURPOSE:**

This policy describes what categories of users are eligible to borrow items from the library for use elsewhere, what types of materials they may borrow and for how long.

**SCOPE:**

The policy covers all Library information materials currently offered for loan or in-house use, and describes the loan privileges of all user types.

**DEFINITIONS:**

N/A

**POLICY STATEMENT:**

The policy is outlined in the charts on the following pages.

**RESPONSIBILITY:**

The Library staff are responsible for ensuring that library members understand and implement the policy as written, and that exceptional cases are referred to her for a decision.

Designated library staff are responsible for ensuring that the integrated library management system is configured to allow the privileges as outlined in this policy.

The Library staff are responsible for ensuring that the policy is up to date and that it is reviewed according to the agreed schedule.

**MENTIONS:**

N/A

**DATE OF NEXT REVIEW:**

This document should be reviewed by **February 2024**.

## POLICY STATEMENT

| Membership category                                 | Material category   | Loan rule  | No. of items | Renewals                |
|---|---|--|--------------|-------------------------|
| EA full-time and part-time students, Undergraduates | Reference   | No loans   | N/A          | N/A                     |
|   | Journals  | No loans   | N/A          | N/A                     |
|   | Magazines   | Current issue no loans; back issues two weeks                            | 1            | None                    |
|   | Newspapers  | No loans   | N/A          | N/A                     |
|   | Non-fiction   | Two week loan  | 10           | 1 renewal for two weeks |
|   | Fiction & graded readers (including accompanying audio cassettes & CDs) | Two week loan  | 3            | 1 renewal for two weeks |
|   | CDs, audio cassettes, DVDs & videos                                     | Two week loan  | 2            | 1 renewal for two weeks |
|   | Dissertations   | 2 hours in the library   | 1            | No renewals             |
|   | Pamphlet file collection  | 2 hours in the library   |              |                         |
|   | WTO reports   | Two week loan  | 2            | No renewals             |
|   | Cameras and other equipment   | One day from 8AM to 4PM<br>OR<br>overnight, from after 4PM to before 9AM | 1            |                         |
|   | Laptop with SPSS  | 2 hours in the library   | 1            | No renewals             |

| Membership category   | Material category                | Loan rule   | No. of items | Renewals    |
|---|----------------------------------|---|--------------|-------------|
| EA full-time and part-time students, Undergraduates (continued) | Reserve collection               | 2 hours in the library<br>OR overnight after 4PM and to be returned before 9AM the next morning | 1            | No renewals |
| [This collection does not belong to us]                         | Dubai Natural History collection | No loans for EAHM students, staff & faculty;<br>1-month loan for DNH members                    |              |             |

| Membership category                               | Material category   | Loan rule  | No. of items | Renewals                |
|---|---|--|--------------|-------------------------|
| EA full-time and part-time students, Postgraduate | Reference   | No loans   | N/A          | N/A                     |
|   | Journals  | No loans   | N/A          | N/A                     |
|   | Magazines   | Current issue no loans; back issues two weeks                            | 1            | None                    |
|   | Newspapers  | No loans   | N/A          | N/A                     |
|   | Non-fiction   | Two week loan  | 15           | 1 renewal for two weeks |
|   | Fiction & graded readers (including accompanying audio cassettes & CDs) | Two week loan  | 3            | 1 renewal for two weeks |
|   | CDs, audio cassettes, DVDs & videos                                     | Two week loan  | 2            | 1 renewal for two weeks |
|   | Dissertations   | 2 hours in the library   | 1            | No renewals             |
|   | Pamphlet file collection  | 2 hours in the library   |              |                         |
|   | WTO reports   | Two week loan  | 2            | No renewals             |
|   | Cameras and other equipment   | One day from 8AM to 4PM<br>OR<br>overnight, from after 4PM to before 9AM | 1            |                         |

|   |                                  |  |   |             |
|---|----------------------------------|--|---|-------------|
|   | Chargers and headsets            | Two hours in the library only.   | 1 |             |
|   | Laptop with SPSS                 | 2 hours in the library   | 1 | No renewals |
|   | Reserve collection               | 2 hours in the library<br>OR<br>overnight after 4PM and to be returned before 9AM the next morning | 1 | No renewals |
| [This collection does not belong to us] | Dubai Natural History collection | No loans for EA students, staff & faculty;<br>1-month loan for DNH members                         |   |             |

| Membership category  | Material category                   | Loan rule      | No. of items | Renewals                |
|--|-------------------------------------|----------------|--------------|-------------------------|
| EA Alumni  | Reference                           | No loans       | N/A          | N/A                     |
| A refundable AED 250 deposit must be paid before a graduate may borrow items for home use. | Journals & magazines                | No loans       | N/A          | N/A                     |
|  | Newspapers                          | No loans       | N/A          | N/A                     |
|  | Non-fiction                         | Two weeks loan | 1            | No renewals             |
|  | Fiction                             | Two weeks loan | 3            | One renewal for 2 weeks |
|  | CDs, audio cassettes, DVDs & videos | One week loan  | 1            | No renewals             |
|  | Dissertations                       | No loans       | N/A          | N/A                     |
|  | Pamphlet file Collection            | No loans       | N/A          | N/A                     |
|  | WTO reports                         | No loans       | N/A          | N/A                     |
|  | Cameras and other equipment         | No loans       | N/A          | N/A                     |
|  | Chargers and headsets               | No loans       | N/A          | N/A                     |
|  | Reserve collection                  | No loans       | N/A          | N/A                     |
|  | Dubai Natural History collection    | No loans       | N/A          | N/A                     |

| Membership category | Material category   | Loan rule  | No. of items | Renewals                |
|---------------------|---|--|--------------|-------------------------|
| EA faculty          | Reference   | No loans   | N/A          | N/A                     |
|                     | Journals  | Overnight  | 10 issues    | No renewals             |
|                     | Magazines   | Current issue no loans; back issues one week                               | 5            | None                    |
|                     | Newspapers  | Overnight  | 1            | No renewals             |
|                     | Non-fiction   | Loans up to a full semester  | 25           | N/A                     |
|                     | Fiction   | Two week loan  | Any number   | Unlimited renewals      |
|                     | CDs, audio cassettes, DVDs & videos & graded readers (including accompanying audio cassettes & CDs) | Two-week loan<br>Can be longer by request at time of check-out             | 3            | 1 renewal for two weeks |
|                     | Dissertations   | One week loan  | 1            | No renewals             |
|                     | Pamphlet file collection  | No loans   | N/A          | N/A                     |
|                     | WTO reports   | Two week loan  | Any number   | 1 renewal for two weeks |
|                     | Cameras and other equipment   | May be booked ahead for any reasonable loan period; one day is encouraged. | 1            | No renewals             |
|                     | Chargers and headsets   | No loans   | N/A          | N/A                     |
|                     | Reserve collection  | No loans   | N/A          | N/A                     |
|                     | Dubai Natural History collection  | No loans   | N/A          | N/A                     |

| Membership category | Material category   | Loan rule                                     | No. of items | Renewals                |
|---------------------|---|---|--------------|-------------------------|
| EA Admin staff      | Reference   | No loans                                      | N/A          | N/A                     |
|                     | Journals  | No loans                                      | N/A          | N/A                     |
|                     | Magazines   | Current issue no loans; back issues two weeks | 1            | None                    |
|                     | Newspapers  | No loans                                      | N/A          | N/A                     |
|                     | Non-fiction   | Two week loan                                 | 2            | 1 renewal for two weeks |
|                     | Fiction   | Two week loan                                 | 2            | 1 renewal for two weeks |
|                     | CDs, audio cassettes, DVDs & videos & graded readers (including accompanying audio cassettes & CDs) | Two week loan                                 | 1            | No renewals             |
|                     | Dissertations   | No loans                                      | N/A          | N/A                     |
|                     | Pamphlet file collection  | No loans                                      | N/A          | N/A                     |
|                     | WTO reports   | No loans                                      | N/A          | N/A                     |
|                     | Cameras and other equipment   | Overnight, from after 4PM to before 9AM       | 1            | No renewals             |
|                     | Chargers and headsets   | No loans                                      | N/A          | N/A                     |
|                     | Reserve collection  | No loans                                      | N/A          | N/A                     |
|                     | Dubai Natural History collection  | No loans                                      | N/A          | N/A                     |

| Membership category                          | Material category   | Loan rule     | No. of items | Renewals               |
|--|---|---------------|--------------|------------------------|
| EA contract staff (cleaners, security, etc.) | Reference   | No loans      | N/A          | N/A                    |
|  | Journals & magazines  | No loans      | N/A          | N/A                    |
|  | Newspapers  | No loans      | N/A          | N/A                    |
|  | Non-fiction   | One week loan | 1            | 1 renewal for one week |
|  | Fiction & graded readers (including accompanying audio cassettes & CDs) | One week loan | 1            | 1 renewal for one week |
|  | CDs, audio cassettes, DVDs & videos                                     | No loans      | N/A          | N/A                    |
|  | Dissertations   | No loans      | N/A          | N/A                    |
|  | Pamphlet file collection  | No loans      | N/A          | N/A                    |
|  | WTO reports   | No loans      | N/A          | N/A                    |
|  | Cameras and other equipment   | No loans      | N/A          | N/A                    |
|  | Chargers and headsets   | No loans      | N/A          | N/A                    |
|  | Reserve collection  | No loans      | N/A          | N/A                    |
|  | Dubai Natural History collection  | No loans      | N/A          | N/A                    |

**POLICY APPROVALS RECORD**

Policy Name: **Library Loan Rules**  
 Policy Code: **08LR03** Formerly: EA/LIB/002  
 Date of first approval: **10/2007**

| <b>Reviewed/<br/>Updated</b> | <b>Details of Amendment</b> |
|------------------------------|-----------------------------|
| 09/2009                      |                             |
| 30/09/2012                   |                             |
| 31/07/2014                   |                             |
| 31/07/2015                   |                             |
| 31/07/2016                   |                             |
| 31/07/2018                   |                             |
| 26/02/2020                   |                             |
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