
Policy: **Library Loan Rules**

Code: **08LR03**

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

Date of Next Review: **February 2024**

Policy Owner: **Senior Librarians**

Target audience: **All eligible Library users**

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 OR 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 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; 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 OR 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 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 EA students, staff & faculty; 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 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**

Reviewed/ Updated	Details of Amendment
09/2009	
30/09/2012	
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