



## The American University of Kurdistan Policy for AUK Library

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Policy Number: AS005

Effective Date: November 30, 2023

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### I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred to as "Board") of The American University of Kurdistan (herein referred to as "AUK" or "University") is responsible for establishing rules and regulations that govern and operate the University and its programs. The Board is also authorized to establish policies and procedures for the day-to-day operations of the Library.
- b. **Purpose:** The purpose of this policy is to provide guidelines for the day-to-day operations of the Library and ensure that it remains in compliance with all relevant rules. This policy aims to promote access to information resources, foster an environment conducive to learning and research, and support the University's mission.
- c. **Scope:** This policy applies to all Library Users, including students, staff, and associate members. It covers all aspects of Library operations, including but not limited to, access to resources, circulation of materials, behavior in the Library, and use of Library equipment and facilities. This policy also applies to any Library-related activities conducted by members of the University community.

## II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Provost
- b. **Responsible Administrator:** Director of Library
- c. **Responsible Office:** Library
- d. **Policy Contact:** Director of Library

## III. GENERAL BEHAVIOR

- Users are expected to respect other Users and Library staff.
- Disruptive activity or any behavior interfering with ordinary Library use or operation, likely to endanger others, or that other patrons might reasonably find disruptive is not permitted.
- Interfering with a Library employee's performance of duties, including through verbal abuse, intimidation, or any type of harassment is not permitted.

## IV. FACILITY USE

Library facilities are intended for ordinary Library activities and those sponsored by the University. Users are expected to respect the facilities.

### **Users May Not:**

- Enter or remain in unauthorized areas of Library facilities at any time or in any space when closed to the public. Users must exit the building at closing, during emergencies/evacuations, and whenever requested by Library staff or public safety personnel. During specific times, access to and use of Library facilities may be restricted to AUK faculty, staff, and students with valid campus ID.
- Obstruct access to study facilities, workstations, or Library materials.
- Deface, damage, vandalize or destroy Library books, reading materials, furniture, or equipment.
- Post or distribute unauthorized material, or engage in vending, peddling, or solicitation of merchandise/services in Library facilities.
- Use Library areas as a living quarter or for prolonged sleeping.
- Smoke or use any form of tobacco in Library facilities or near Library entrances.
- Leave personal belongings unattended; the Library is not liable for damage or theft of personal property.
- Use obscene or abusive language or gestures.
- Make noises, talk loudly, or disturb other students. Library staff will ask students to lower their voice levels. If they fail to comply, they will be asked to leave the area. Library staff will issue three warnings before asking students to leave the area. The Library may issue warnings to individuals and escalate the issue to the relevant authorities if there is an excessive number of warnings.
- Engage in phone conversations; Library Users shall set their cell phones to "vibrate" or "silent" when entering the Library.

## **V. USE OF ITEMS**

The Library materials, equipment, and property are valuable resources that must be used with respect. To ensure fair use and access to all Library items, the following policies must be observed:

- All Users must obtain proper authorization or check out Library materials before removing them from the Library facilities.
- Users must not deliberately misplace Library materials to prevent others from accessing them.
- Library materials must be returned on or before the due date or upon request by the Library.
- The use of Library headphones is limited to the Library premises and is exclusively for students.

## **VI. LIBRARY COMPUTER AND INTERNET USE POLICY**

- Users are prohibited from accessing, altering, damaging, or destroying any computer system, network, program, or data, in a malicious manner.
- Computers are not to be used for commercial purposes or in violation of KRG law, Iraqi Law, or applicable University policies.
- Users are expected to observe applicable intellectual property laws.
- Users must comply with electronic Library agreements, guidelines, and policies, including those that limit or prohibit systematic download, duplication, transfer, sale, or commercial exploitation.
- Usage of computers for social media platforms, games, and commerce is strictly prohibited.
- Loading software onto a Library computer via an external drive or through the internet is prohibited.
- Tampering with equipment and/or cables is prohibited.
- Users are not allowed to copy materials that violate copyright rules and regulations.

## **VII. FOOD AND DRINK POLICY**

The Library doesn't allow Users to bring food into the Library; drinks are allowed.

## **VIII. BORROWING PRIVILEGES**

### **Eligibility and Loan Periods:**

- User's status and affiliation determine borrowing eligibility and loan periods.
- All Library books must be returned by the due date specified at the time of checkout.
- The Circulation Clerk checks the condition of the materials when they are returned. All returned materials will be checked for marking, underlining, highlighting, missing pages, cutting, tearing of pages, or any other damage, except for reasonable wear and tear due to aging.
- Borrowers will be allowed a grace period of three days after the due date to return Library books without penalty.

## POLICY – AUK Library

- If a borrower fails to return a Library book after the grace period, the Library staff will contact the borrower to remind them to return the book as soon as possible.
- The Library staff will keep track of borrowers who frequently return books late and may reach out to them to discuss issues that may be causing the late returns.
- The Library will not impose any late fees or penalties for late returned books. However, the Library reserves the right to suspend borrowing privileges if a borrower repeatedly fails to return books on time.
- Borrowers are responsible for the replacement cost of any lost or damaged books.
- Only materials registered in the LMS system can be borrowed.
- All AUK and Library property must be returned prior to graduation check-out procedures.

### **Borrowing for AUK Staff and Students:**

- All materials must be borrowed electronically through the Library's Management System (LMS).
- Each individual may borrow two books for two weeks.
- Special requests for an extension of the loan period will be considered.

### **Borrowing for Faculty Members:**

- Faculty members may borrow up to three books for one semester.
- The due date for checked-out books will be listed as the "end of the semester" in the circulation system.
- Faculty members must either renew their checked-out items for another semester or return them to the Library before the due date.

### **Library User's History:**

- The Library User's history is recorded within the Library's Management System.
- An email reminder will be sent to Users who fail to return books on time.

### **Violations of Library usage rules:**

- Users damaging AUK materials from the Library will be obligated to either reimburse AUK the full cost of the item or replace the item with the same edition, original version. The cost of the damage shall be determined by the relevant AUK administrative office.
- Users attempting to take Library materials/property without following Library procedure for checking out items may face legal action. Unauthorized checkouts may be considered as attempted theft.
- The Library is not responsible for personal items that are lost, stolen, or damaged on Library premises.
- Some items in the Library are prohibited from being copied/borrowed due to internal policy, copyright laws, condition of the book or donor restriction.
- Library staff may ask visitors to show their AUK ID card or other form of identification at any time.
- Large groups that want to visit/tour the Library are required to obtain prior approval from Library Staff.

- Photography/recording is not permitted in the Library without prior permission from the Library Staff.
- Library space shall not be occupied for an event/conference without prior permission from the Library Staff.
- The Library has specified areas suitable for individuals with disabilities.

#### **IX. USER RESPONSIBILITIES**

- **Condition of Borrowed Items:** Library Users must keep all borrowed items in good condition. Any damage or excessive wear and tear caused by negligence or abuse may result in charges or replacement fees.
- **Return of Materials:** Library Users must return all borrowed materials on or before the due date indicated at the time of checkout.
- **Borrowing Process:** Library Users must use the Library Management System to borrow items from the Library. Users are not allowed to use other Users' accounts.
- **Reporting Damages:** Library Users must report any pre-existing damages to Library Staff before borrowing materials to avoid being held responsible for damages.
- **Payment of Charges:** Library Users are responsible for paying all charges, including damages, and replacement costs incurred during the borrowing process.
- **Lost Items:** Any item that is lost or misplaced will be charged at its current market value plus a processing fee.
- **Damaged Items:** Any item returned with damages beyond reasonable wear and tear will be charged a fee based on the extent of the damage.
- **Enforcement:** Library staff members will monitor and enforce this policy to ensure the proper use and care of the Library's resources.

#### **Procedures**

- The User will be informed and billed for the damage caused to AUK property. The Library staff shall notify the Finance Office of the incident and the Finance Office (Cashier) shall receive full payment from the User for any lost or damaged items.
- The replacement cost of an item that is lost or damaged is the retail price of the item.
- When a User has paid for an item that is damaged, she/he may keep the item(s).

#### **X. LIBRARY OPEN HOURS**

- The Library will be open Sunday to Thursday, from 8:00AM until 6:00PM (excluding calendar holidays).
- The Library's open hours shall be sustained taking into consideration the availability of resources and staff. The Library shall consider the schedules of different groups of Users such as students, professionals, and other community members.
- **Special occasions:** The Library's opening hours may be subject to change during special occasions such as finals week, Ramadan, public holidays, or special events.
- The Library shall communicate any changes to its opening hours through multiple channels, such as the Library's social media accounts, signage within the Library, and email notifications to registered Users.
- **Exceptions:** The Library may close unexpectedly due to unforeseen circumstances such as inclement weather or building maintenance issues.

## **XI. GIFTS & DONATIONS**

The Library accepts donations of books and manuscripts that complement and strengthen its collections in support of the University's academic and research goals. However, the Library may decline gifts if they overlap significantly with existing holdings, are not relevant to its collections, or if the donor restrictions cannot be fulfilled. Refer to AF001-Gift-Acceptance Policy.

## **XII. INFORMATION LITERACY**

At the start of each academic semester, the Library offers information literacy sessions specifically tailored to the General Education curriculum and students registered into the freshman *Introduction to Communications* course. The primary goal of these sessions is to introduce students to the AUK Library, its diverse range of resources, and information literacy skills (e.g. research ethics, plagiarism, assessing the validity of resources). These sessions take place in the Library's Learning Center and are facilitated by the Director of the Library.

## **XIII. ACQUISITION PROCESS**

- At the end of each academic year, the Library formally requests Colleges to compile lists of books for acquisition for the following academic year. The Library Staff reviews these lists, giving due consideration to the budget allocation. The Library allocates separate financial resources for electronic resources, new databases, and general book acquisitions. Textbook requests originate from Colleges, are approved by the Deans, and reviewed by the Library staff.
- The responsibility for selecting materials specific to building the Library collections is assigned to the Librarian. The Library staff may consult with the faculty in compiling the acquisition list.
- Students and staff are encouraged to submit book acquisition requests. These recommendations are reviewed for the appropriateness of the material requested and budget availability.

## **X. POLICY HISTORY**

- a. **Approved by:** Board of Trustees
- b. **Adopted:** August 10, 2022
- c. **Amended:** September 7, 2023
- d. **Amended:** November 30, 2023