



LIBRARY POLICY

January 15, 2012

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Introduction

1. The policies concerning the Bernice Nachman Marlowe library apply to students, faculty, staff and all authorized users.
2. The library supports the academic, pedagogical, and research activities of the University by acquiring, storing, documenting, and providing open access to academic, scientific and other materials in hard copy and electronic formats.
3. All library materials are the property of AUAF.
4. AUAF students, faculty and staff have the right to use the library. This includes students from the Professional Development Institute (PDI), the Foundation Studies Program (FSP), and Security. Additionally, students who take special courses at AUAF, and representatives of organizations and institutions which have signed contracts with AUAF also have the right to use the AUAF library.

Authorized Users

1. Users must present a valid AUAF ID card to library staff to receive materials and/or services.
2. Users are responsible for anything checked out on their AUAF ID cards. If the card and/or checked out library material are lent or given to another person, the account holder is responsible for any loss or damage.

General Policies & User Obligations

1. **All members of the library staff are empowered to enforce discipline in the library. Upon request, students must show their AUAF ID card to library staff. Refusal to do so will result in an immediate call to security.**
2. Only water is allowed. No food or drinks in library. No smoking.
3. Switch off or silence mobile phones before entering the library.
4. The library is a place of study and research. Respect other users and their need for a quiet, peaceful place to study. The act of learning is a virtue that must be honored with silence and avoidance of behavior disturbing to others.

5. The library is not a coffeehouse or a cafeteria. Students who disturb others will be warned once. If a student continues to be disruptive, security will be called.
6. **NOTICE: Closed Circuit TV cameras (CCTV) are in operation through the library area.** The library is NOT responsible for lost personal property, including laptops. However, if an item is “missing,” report it immediately to the library office.
7. Personal possessions may not be left in the library unattended. Seats are limited and library personnel are authorized to remove personal items to make room for other patrons.
8. **WARNING.** Unattended back packs, briefcases, bags, etc. may be turned over to security.
9. Group discussions or meetings will be permitted in the quiet study areas, but ONLY if groups are quiet. Noisy groups will be warned once. There will be no second warning. The group will be ejected from the library. It is suggested that groups meet in the patio area when weather allows.
10. Leave the library promptly at closing time. Lights out, door locked at 8:05 PM.
11. After the door is locked, security is NOT authorized to unlock the library to retrieve personal belongings.
12. Library hours are posted by the front door and on the library home page.
13. The AUAF library welcomes donations of books and other materials of value. Donated items are evaluated to meet the library collection development requirement. Otherwise, the item will be discarded or donated to other libraries.
14. **Students who break library policies and/or show disrespect to any library staff member will be referred to Student Affairs for disciplinary action. All actions and behavior in the library will be recorded by CCTV cameras.**

Circulation Policy

1. Users’ library records are confidential.
2. Users can access their library account while using the online catalog page by clicking on the librarycat.auaf.edu.af. Access will provide an overview of the account and enable patrons to view the items currently checked out. This includes due dates, holds, blocks or fines. Additionally, access to the library accounts will be e-mailed to patrons at the start of each semester. For further information about your library account, contact the circulation desk.
3. Users have an opportunity to renew materials for one loan period by phone, online, or in person if the material is not in demand by other users. The due date is stamped on a slip in the back of each book.
4. The library imposes overdue fines for all materials of 50 AFN per day for library books and 50 AFN per hour for reserve materials. This fine will accrue until the cost of the item is reached, plus an additional 2,000 AFN restocking fee.
5. Unpaid fines of 500 AFN or more will block borrowing privileges. Users will be put on the AUAF stop list.
6. Overdue notices are sent electronically to borrowers. Admission and transcripts are withheld until all charges are paid. It is the responsibility of the patron to ensure that the Library has a current mailing address on file.
7. Before checking out an item, be sure it is undamaged. Library staff will note any damage to the item. Once it is checked out, it is the patron’s responsibility to pay for any damage found in the returned book. Check out all materials with the library front desk staff. Departing the library with items not checked out is THEFT. The security gate is active and an alarm will sound. Students may be referred to Student Affairs.

8. Users can place a hold on items currently checked out to another patron. This hold request can be placed directly from the library account. A notice will be sent by the system to the current borrower that the item has been recalled. The current borrower must bring the hold item back to the library by due date. Failure to return a recalled item within the return date period will incur a fine of 50 AFN per day, and the patron will be blocked from borrowing until the item is returned. All users are responsible for honoring hold requests and are subject to additional fines.
9. If a barcode is missing from a library item, it will be assumed the item has been **STOLEN**. Students in possession of such an item will not only pay for the item (plus the 2,000 AFN restocking fee), but will be referred to Student Affairs.
10. Treat library items with caution. Do not make marks with pen or pencil, fold pages, etc. Do not allow library materials to be damaged by water, dirt, food, etc.
11. Damaged/lost items will be billed to the patron. The account must be settled with finance before future registration is permitted. EACH item will be billed at replacement cost PLUS a 2,000 AFN re-ordering fee.
12. All fines and charges paid to the finance department are nonrefundable.
13. Materials which are damaged and beyond repair cannot be returned to circulation. The replacement cost of the item will be charged to the student plus a 2,000 AFN re-ordering fee.
14. Access to the library online databases is available at the library web page. Off campus access requires a username and a password. Usernames and passwords are sent via email at the start of every semester.

Patron Category	Material	Time Limits	Maximum Item check - out
Faculty	Textbooks	Upon Request	Upon Request
	Books	3 Weeks	20
	Audiovisual Material	1 Week	
	Periodicals (Current Issues)	Library Use Only	
	Reference Material	Overnight, Check out at 7:45 and due 9:30 AM	
	Reserve Items	Faculty Designation	
UG	Textbooks	1 Semester	10
	Books	3 Weeks	
	Audiovisual Material	1 Week	
	Periodicals (Current Issues)	Library Use Only	
	Reference Material	Overnight, Check out at 7:45 and due 9:30 AM	
	Reserve Items	Faculty Designation	
FSP	Textbooks	1 Semester	7
	Books	3 Weeks	

	Audiovisual Material	1 Week	
	Periodicals (Current Issues)	Library Use Only	
	Reference Material	Overnight, Check out at 7:45 and due 9:30 AM	
	Reserve Items	Faculty Designation	
Alumni	Books	3 Weeks	3
	Audiovisual Material	1 Week	
	Periodicals (Current Issues)	Library Use Only	
	Reference Material	Overnight, Check out at 7:45 and due 9:30 AM	
	Reserve Items	Faculty Designation	
PDI, Security	Textbooks	1 Semester	2
	Books	3 Weeks	
	Audiovisual Material	1 Week	
	Periodicals (Current Issues)	Library Use Only	
	Reference Material	Overnight, Check out at 7:45 and due 9:30 AM	
	Reserve Items	Faculty Designation	
Staff/Intern	Textbooks	1 Semester	10
	Books	3 Weeks	
	Audiovisual Material	1 Week	
	Periodicals (Current Issues)	Library Use Only	
	Reference Material	Overnight, Check out at 7:45 and due 9:30 AM	
	Reserve Items	Faculty Designation	

Computer Use/Printing/Copying

1. Each student is allowed 290 computer print pages per semester. Printer accounts are refilled by the IT department, NOT the library.
2. Computers CANNOT be reserved. First come, first served.
3. All students must log out of their accounts when leaving the library.
4. Photocopy machines are available in the Copy Center. Access to the Copy Center is through the library.
5. Printing must be limited to small amounts for academic-related purposes.

Textbook Policies

1. Every UG and FSP student is entitled to borrow assigned textbooks as long as that student is not on the AUAF STOPLIST.
2. Students must show a current/valid ID card to receive textbooks.
3. Students must bring a hard-copy schedule which was printed directly from PowerCampus. Soft copies, i.e. Microsoft Word are NOT acceptable.
4. Students must be registered in a class. No textbooks will be distributed to students awaiting adviser's approval or to students who are on a waiting list.

5. No textbooks will be loaned out to unregistered students under any circumstances. Moreover, this rule applies when there is no text on reserve in the library.
6. There will be no early distribution of textbooks, even if a student is registered for a class. A schedule for textbook distribution and return will be announced when appropriate.
7. Once a textbook is checked out to a student, it is the sole responsibility of that student.
8. Lost textbooks will be billed to the student. There will be a 2,000 AFN reordering fee added to the replacement cost of the item. This applies to EACH lost item.
9. Textbooks must be returned at the end of the class or a fine of 100 AFN a day will accrue in the student's account.

Patron Rights & Expectations

1. Responsible use of library computers, software, databases, and study rooms.
2. Open access to the library collection and ability to borrow materials for home use.
3. Open access to library electronic resources from any library or university computer.
4. Patrons are welcome to participate in any training offered by the library and are encouraged to ask staff for assistance.
5. Users can request the library to order materials. Submit the request to a librarian by hard copy or by e-mail.
6. Online access to the library catalog: <http://librarycat.auaf.edu.af/>
7. Users are encouraged to make helpful comments and offer suggestions on library improvement.

Library Staff

Gilbert Lopez, Library Director, glopez@auaf.edu.af

Hamayoun Ghafoori, Assistant Director, hghafoori@auaf.edu.af

Fardeen Safdari, Senior Circulation Officer, fsafdari@auaf.edu.af

Mohtasham Salem, Textbook Services Manager, msalem@auaf.edu.af

Rameen Dabeer, Circulation Officer, rdabeer@auaf.edu.af,

Shaista Hussaini, Assistant Circulation Officer, shussaini@auaf.edu.af

Mansour Mostamandi, Assistant Textbook Services Manager, mmostamandi@auaf.edu.af