

Library

> Library Services

Library services

- **Checkout**

All registered library members are allowed to check out library materials according to their Loan privileges (**Please attach loan privilege table here**). Loan privileges differ from member to member.

Collection	Membership	No. of Items	Loan Period	Overdue Fine
General	Faculty	15	120 Days	AED 1 / Day
	Staff	10	30 Days	
	Student (postgraduate)	12	14 Days	
	Student (undergraduate)	7	7 Days	
	Student (Special program)	5	7 Days	
	Visitor	1	3 Days	
	Reserve	Faculty	15	
	Staff	3	3 Days	
	Student (postgraduate)	2	3 Days	
	Students (undergraduate)	1	24 Hours	
	Student (Special program)	1	24 Hours	
	Visitor	0	Not Allowed	
Multimedia (CD, DVD,	Faculty	15	120 Days	
	Staff	3	7 Days	
	Student (postgraduate)	3	7 Days	
Audio visual)	Students (undergraduate)	3	3 Days	
	Student (Special program)	1	3 Days	
	Visitor	0	Not allowed	
	Basic Reference	Faculty	1	1 Day

(Dictionaries, encyclopedias, yearbook etc.)	Staff	0	Internal use only
	Student	0	
	(postgraduate)		
	Students	0	
	(undergraduate)		
Textbooks, Journals,	Student (Special program)	0	
	Visitor	0	
	Internal use only		

Magazines, Newspapers

- **Check-in**

You are required to return library materials before or on the due date, after which an overdue fine will be imposed. User will not be allowed to check out any library materials until the fine is paid.

- **Renewal**

You can renew borrowed materials through the library website, by phone call, or by sending email to the library before the due date. No renewal to be accepted after the due date.

- **Reservation**

A member may reserve library a material which is out on loan at the library counter or online to ensure that he/ she gets the item when it is returned. A notice will be sent to the requestor informing him/her to claim the reserved material when it is available. The material will be kept on hold at the Circulation Counter for 3 days only after which it will be returned to the shelves.

- **Inter-Library Loan (ILL)**

The library offers Inter-library loan and Document Delivery services to the members. Some materials especially articles which are not available locally may be obtained from overseas. The service may be charged for where necessary.

- **Alert Services**

This service is provided to alert library users on titles newly added to the library collection. The list of titles and its details which are usually categorized by subject areas are regularly disseminated to the users inside the library or through library homepage.

- **Library orientation**

Library orientation programs help to familiarize new students with the services and facilities the use of library by the students. The programs are usually conducted at the beginning of each semester.

- **User education**

The library provides a variety of user education or information literacy workshop programs which enable users to effectively utilize library resources. The programs educate the users on the techniques of determining information needs, identifying and locating information resources, and using effectively information resources.

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