

LOAN PRIVILEGES

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	120 days	
	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, Audio visual)	Faculty	15	120 days	
	Staff	3	7 day	
	Student (postgraduate)	3	7 Days	
	Students (undergraduate)	3	3 days	
	Student (Special program)	1	3 days	
	Visitor	0	Not allowed	
Basic Reference (Dictionaries, encyclopedia, yearbook etc.)	Faculty	1	1 day	
	Staff	0	Internal use only	
	Student (postgraduate)	0		
	Students (undergraduate)	0		
	Student (Special program)	0		
	Visitor	0		
Textbooks, Journals, Magazines, Newspapers	Internal use only			