

***IIUM Library Policy Document***

**BORROWING AND RETURNING  
POLICY**

Document No.:  
**IIUM/204/POLICY/LIB/02**

Effective Date:  
**22 February 2019**

Version No.:  
**01**



### Identification Block

Name of Policy	<b>BORROWING AND RETURNING POLICY</b>
Document Number	<b>IIUM/204/POLICY/LIB/02</b>
Policy applies to (Geographical scope)	<input checked="" type="checkbox"/> <b>All Campus Libraries</b> <input type="checkbox"/> Specific (Outline location, Campus, Organizational unit, etc.)
Policy Status	<input checked="" type="checkbox"/> <b>New Policy</b> <input type="checkbox"/> Revision of Existing Policy

Approval Authority	<b>Senate, IIUM</b>
Governing Authority	<b>Library Committee, IIUM</b>
Responsible Office/Custodian	<b>Chief Librarian</b>

Approval Date	<b>22 February 2019</b>
Effective Date	<b>22 February 2019</b>
Date of Last Revision	<b>Not Applicable</b>
Date of Next Policy Review*	<b>22 February 2021 (Every two (2) years)</b>

\* Unless otherwise indicated, this policy will still apply beyond the review date.

### Revision History

Requestor	Description	Submission date
<b>The Library</b>	<ul style="list-style-type: none"> <li>• <b>Review and rewrite policies following comments from Internal Audit 2018</b></li> <li>• <b>Revision leading to a new policy</b></li> </ul>	<b>20 Dec 2018</b>

### Related Documents

Related Documents (Legislation, Policies, Procedures, and Guidelines)	<ul style="list-style-type: none"> <li>• <b>Library Services and Facilities Policy</b></li> <li>• <b>Collection Development and Management Policy</b></li> <li>• <b>Computer and Network Use Policy</b></li> <li>• <b>Building Safety and Security Policy</b></li> </ul>
---	--



## 1. PURPOSE AND OBJECTIVES

This policy has the objectives to provide guidance for circulation activities and other local documents on Library items and facilities available for borrowing from the library. This also includes expectations for users prior to, during, and after borrowing items from the library.

## 2. DEFINITIONS, TERMS AND ACRONYMS

These definitions relate to this policy only.

<b>Terms/Acronyms</b>	<b>Definition</b>
<b>Borrowers</b>	Registered users who borrow library materials.
<b>Chief Librarian</b>	The person currently appointed by the University in accordance with the IIUM constitution.
<b>Due date</b>	The date when the loaned materials has to be returned to the Library.
<b>ILMS</b>	Integrated Library Management System.
<b>Library account</b>	The registered user's transaction record in the ILMS.
<b>Library facilities</b>	Includes campus libraries, after-hours facilities, amenities or equipment and other physical structures from which library services are delivered.
<b>Library items</b>	Items in a collection. Often used to describe non-book items like photographs, manuscripts, ephemera and so on.
<b>User</b>	Students and staff of the University, and authorised users.

## 3. POLICY SCOPE/COVERAGE

This policy applies to library items and facilities available for loan to users. It identifies persons eligible to borrow the items, the length of time the items may be borrowed, and the assessment of applicable Library charges.

## 4. POLICY STATEMENT

- 4.1 The Library provides membership facilities to identify user groups that will enable the users to access the services and library items available across all campus libraries.
- 1.2 The loan privilege is in accordance with the collection, item type, borrower type and campus libraries.



- 1.3 Users are responsible of their membership card to prevent loss, theft or misuse.
- 1.4 The Library may rely fully on the data held on the card as conclusive evidence of transaction history or any related matters.
- 1.5 Users are responsible for all items borrowed under their library account including the observance of the due date of the borrowed items.
- 1.6 The Library reserves the rights to impose and waive fines to borrowers as specified in the guideline.
- 1.7 Borrowers are responsible to notify the library of any discrepancies in their Library account.
- 1.8 The Library reserves right to recall borrowed items from borrowers.
- 1.9 The Library may provide Interlibrary Loan (ILL) services to support the research and educational needs of the IIUM community by providing access to supplemental resources that are not owned by the Library.
- 1.10 Borrowers are obliged to replace materials that are missing, lost or damaged whilst in their possession.

## **5. IMPLEMENTATION AND COMPLIANCE**

- 5.1 The Library holds the responsibility for the implementation of this policy and shall take the necessary actions in the event of violation of this policy.
- 5.2 This policy is applicable to the Library users and any infringement of the policy may be subjected to disciplinary actions and any other actions deem necessary.

## **6. MAINTENANCE OF POLICY**

The Library is responsible for the formulation and maintenance of this policy.