



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونُسُ بْنُ سَيِّدَتِي إِسْلَامُ أَنْتَ أَرِيحُسَا مُلْدِسِيَا
Garden of Knowledge and Virtue

**DAR AL-HIKMAH
LIBRARY**

BORROWING AND RETURNING OF LIBRARY MATERIALS GUIDELINES

Document No.:
UIAM.LIB.GUI.100-1/7/8

Version No.:
00

Revision No.:
02

Effective Date:
25/08/2025

BORROWING AND RETURNING OF LIBRARY MATERIALS GUIDELINES

Identification Block

Name of Guidelines	BORROWING AND RETURNING OF LIBRARY MATERIALS GUIDELINES
Document Number	UIAM.LIB.GUI.100-1/7/8
Guidelines apply to (Geographical scope)	☒ All Campus Libraries ☐ Specific (Outline location, Campus, Organizational unit, etc.)
Guidelines Status	☐ New Guidelines ☒ Revision of Existing Guidelines

Approval Authority	Library Top Management Meeting (LTMM), Dar al-Hikmah Library
Responsible Office/Custodian	Circulation & Loans Unit (CLU)

Approval Date	25.08.2025
Effective Date	25.08.2025
Date of Last Revision	1.08.2023
Date of Next Guidelines Review*	25.08.2027 (Every 2 years)

* Unless otherwise indicated, these guidelines will still apply beyond the review date.

Revision History

Requestor	Description	Submission date
Head, Collection & Client Services Department (CCSD)	i. The need for a revision due to the changes in practices and new charges imposed for fines.	22/08/2025

Referenced Documents

Referenced Documents (Legislation, Policies, Guidelines and Procedures)	i. Policy on Borrowing and Returning ii. Policy on Library Services and Facilities iii. Circulation Activities Procedure iv. Library Charges Guidelines v. Library Membership Access Guidelines vi. Loan Overdue and Fines Guidelines vii. Loan Renewals Guidelines
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1.0 OBJECTIVE

The objective of this paper is to define the rules and regulations for borrowing and returning library materials at Dar al-Hikmah Library, IIUM.

2.0 SCOPE AND COVERAGE

This guideline applies to checking-out and checking-in of borrowable items activities in Dar al-Hikmah Library, IIUM except for the library collections at Shared-Facilities Library Pagoh (SFLP).

3.0 DEFINITIONS

TERMS	DEFINITION
Borrowable items	Library materials that can be loaned out in accordance with clients' privileges.
Check-out	The process of borrowing library material from the Dar al- Hikmah Library, IIUM.
Check-in	The process of returning borrowed library material to the Dar al-Hikmah Library, IIUM.
Self-CKO machines	Self-service check-out/borrowing machines

4.0 DETAILS OF THE GUIDELINES

Generally, all those who have registered with the Dar al-Hikmah Library, IIUM are eligible to borrow library materials in accordance with the rules as stated below.

- 4.1 All borrowable items must be issued before clients may take them out of the library.
- 4.2 A member can only borrow library items by using his/her own membership card.
- 4.3 Borrowings can be made by using the Self-CKO machines or at the Circulation Counter.
- 4.4 The loan period is determined by a combination of collection policy, item type, borrower type and campus libraries.
- 4.5 Clients are responsible for the safety and condition of any items borrowed from the library. Vandalising of any Library materials is strictly prohibited and will be penalised.
- 4.6 Items on loan should be returned or renewed by the due date. It is the client's responsibility to be aware of the due date(s) of any items borrowed. Auto-generated notices are a courtesy and non-receipt does not exempt the clients from overdue fines or charges.
- 4.7 Returning of materials borrowed can be made at the Circulation Counter or

Book Drop at any campus libraries.

- 4.8** Borrowers are responsible for all the items borrowed on their accounts. Fines and fees will be assessed if the item is returned after the due date or if the item is damaged, lost or stolen.
- 4.9** Overdue rates vary according to the type of material/collection according to Library Overdue and Fines Guidelines.
- 4.10** The member's borrowing privilege will be automatically suspended by the library system upon the occurrence of any of the following situations:
- a. Overdue loan
 - b. Outstanding fines
 - c. Outstanding fees
 - d. Inactive or expired account

The privilege will be automatically reinstated once the above situations are resolved.

- 4.11** Borrowers are responsible for notifying the library of any changes to their accounts.

5.0 ADMINISTRATION OF THE GUIDELINES

The responsibility for implementing these guidelines lies with the respective sections and departments across Dar al-Hikmah Library, IIUM.

This includes:

- i. Head of Circulation & Loans Unit, MKHL
- ii. Head of Client and Corporate Services Unit, DaHLK
- iii. Head of Client Services Unit, CFSL
- iv. Head of Services Unit, SMNAL
- v. IIUM Librarian of Shared-Facilities Library Pagoh (SFLP).