



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونُسُ بَرَسِيَّتِي إِسْلَامُ أَنْتَ أَرَبُّنَا مِلْدَسِيَا
Garden of Knowledge and Virtue

**DAR AL-HIKMAH
LIBRARY**

LOAN RENEWALS GUIDELINES

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02

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Identification Block

Name of Guidelines	LOAN RENEWALS 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. Circulation Activities Procedure iii. Membership Management Procedure iv. Library Membership Access Guidelines v. Borrowing and Returning of Library Materials Guidelines
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1.0 OBJECTIVE

The objective of this paper is to define the rules and regulations for loan renewal of Dar al-Hikmah Library, IIUM.

2.0 SCOPE AND COVERAGE

This guideline applies to loan renewal activities across all Dar al-Hikmah library, IIUM except for the library collections at Shared-Facilities Library Pagoh (SFLP).

3.0 DEFINITIONS

TERMS	DEFINITION
Borrower	A library member to whom library materials are checked- out.
CFSL	Centre for Foundation Studies Library
DaHLK	Dar al-Hikmah Library, Kuantan
Item	Various resources that constitute the library collections.
Library ID (IIUM Community)	Refers to IIUM ID produced and registered for IIUM Community
Library ID (Non-IIUM Community)	Refers to the identification issued to the registered external library client allowing them to use the library services according to their eligibility
Library Members	Registered individuals from IIUM and non-IIUM communities who are granted access to library resources and services based on established membership policies.
MKHL	M. Kamal Hassan Library
OPAC	Online Public Access Catalog
Renewal	A process to grant an extension on the loan of library materials.
SMNAL	Syed Muhammad Naquib al-Attas Library

4.0 DETAILS OF THE GUIDELINES

Each category of library materials has a specific loan period. Borrowers may renew materials for additional loan periods as follows:

4.1 Request for renewal of a loan can be made through:

- Circulation Counter
- Member's library account (OPAC)
- Phone call is allowed for faculty members only
- Email is allowed for faculty members only

4.2 Each borrower should have a Library ID to renew the materials borrowed.

4.3 All loans may be renewed except under the following circumstances:

- Items reserved by others
- Loan is overdue
- Exceed the renewal limit

- 4.4** A client can only make two (2) consecutive renewals for each item borrowed. Once the renewal has reached the limit, all items must be returned to the library. Then, a new borrowing process will be allowed, providing there is no reservation for the item.

5.0 ADMINISTRATION OF THE GUIDELINES

The responsibility for implementing these guidelines lies with the respective sections and departments across all campus libraries.

This includes:

- i. Head of Circulation & Loans Unit, MKHL
- ii. Head of Client & 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)