

## 1. PURPOSE

The American University of Paris Library circulation policies regulate the lending of circulating and non-circulating library materials to all AUP constituencies. This policy details the loan periods, renewals, self-renewals, recalls, return of items, lost items, fines and fees, as well as the borrowing terms of circulation items, items on reserve, films, non-circulating items, etc.

## 2. WHO IS AFFECTED BY THIS POLICY

Students, faculty, and staff. (See AA037EN – Alumni Borrowing and AA038EN – External Library User)

## 3. LEGAL CONTEXT OR REGULATORY BODY

The Library keeps patrons' borrowing records on a temporary basis depending on the lending period only. Due to local and international standard practices (IFLA, ABF, *Loi n°78-17 du 6 janvier 1978 relative à l'informatique, aux fichiers et aux libertés - France*) it does not keep personal borrowing records. The Library makes all possible efforts to keep personal information private and confidential. No patron records are kept linked to the library item record or to the fines and fees. Only numbers of check outs are available for annual statistics. All personal information is kept private and is not shared with any other party.

## 4. POLICY STATEMENT

**The text below is an edited copy of the Circulation Policies published on the Library web page, under Library FAQs and [Borrowing Books](#).**

- In order to borrow library items (books, films, CDs, etc.) the user must present a current and valid identification card issued by the University (or an affiliated program).
- Access to the AUP Library and borrowing privileges are for personal use only.
- The AUP ID card is personal and may not be lent to others.
- The ID card issued to AUP students, faculty, staff and alumni requesting an alumni card acts as ID card, library user card and a building access card.
- Patrons from affiliated programs must also carry a special access card (issued by your program office) in addition to their institution's ID card.
- The University Library is not open to the public. For external users, please refer to AA038EN – Library External User. Misuse of library privileges can lead to disciplinary action

### **Validated ID cards may be used for general loans and for reserves**

- The library user must present the borrowing card (AUP ID) at the Service Desk along with the selection of materials to be borrowed.
- There is no limit to the number of general collection books that can be checked out by AUP students, faculty and staff. Alumni should see AA037EN – Alumni Library Borrowing Privileges.
- For special limits on reserve collection materials, please refer to [Reserves](#).

### **Loan Periods**

- The regular loan period of the general book collection is of 21 days, 5 day for films and CDs

### **Renewals**

- Renewals may be requested online or in person.
- To renew online, use the library online catalog: <https://voyager.aup.edu/vwebv/searchBasic>
  - Go to 'My Account'
  - Sign on and look at 'Items on Loan'
  - Tag the item(s) you want to renew
  - Click on the 'Renew Items' button
  - Check that each item was renewed (scroll down) and not rejected

- **Self-renewals are not possible when**
  - The user has overdue items
  - The user has not been activated
  - The user has fines of over 3 euros
  - Another user has already requested the item
  - The user has already renewed the item twice
- Books may be renewed as needed within a single semester (if items have not been recalled by another library user)
- Overdue items may not be renewed
- Items cannot be renewed by telephone, but should be brought to the Service Desk for renewal.
- For renewals by email, send the request to [userservices@aup.edu](mailto:userservices@aup.edu). Include name, patron barcode, and barcodes of items to be renewed. An e-mail confirmation will be sent if the item was renewed. If items cannot be renewed, an e-mail response will explain why.

### Item recalls

- If a library item needed by a borrower is already checked out by another user, an item "recall" may be placed by clicking on the request button in the online catalog. When the item is returned, the new borrower is notified that the item may be claimed at the Service Desk.

### Returning Books

- Due dates are no longer stamped in books or other items; the library provides a borrowing receipt at checkout with the due date. Borrowers are responsible for verifying their user record online to monitor the items to be returned. Users may use the [online catalog](#) to consult their user record.
- Items may be placed in the return boxes (book drop at the entrance hall and film drop by the Service Desk), or returned to the Service Desk directly.
- All items should be returned by the date due in order to avoid overdue fines.
- Overdue items block further loans.

### Fines

- Overdue books are fined at the rate of 0.20 € per book per day
- Recalled items: if the book has been recalled for another library user and is not returned promptly, the fine increases to 1.00 € per day
- Reserve items are fined at a rate of 1.00 € per hour or fraction thereof
- Overdue films are fined
- Unpaid fines of 3.00 € and higher block further loans

### Lost items

- Lost or damaged items should be reported immediately to the Service Desk in order to suspend overdue fines.
- Borrowers will be charged a flat fee of 40,00 € at the end of the semester for each lost or unreturned book. The flat fee includes a billing/processing fee of 16 euros. This billing/processing fee is not reimbursed when a billed book is returned.
- Students who have been billed for lost or unreturned materials may return those items before the end of the following semester and receive a partial reimbursement (Corresponding to the amount billed minus 16 euros). No reimbursements will be made after that deadline
- Grades and transcripts are blocked until lost item fees are paid in full

### Non-circulating Books or Films

- Certain materials may not circulate, and must be consulted within the Library. These include books from the Reference Collection, books stamped "non-circulating," some reserve materials, all print periodicals and some films depending on the level of intellectual property rights (for details refer to the color coded explanations by the shelves).

### Book Security

- All library materials must be properly checked out at the Service Desk or the self-check machine before leaving the library

- Attempts to damage or remove library materials without permission are considered violations of the University's Code of Student Conduct (see [Student Handbook](#)) and will lead to disciplinary sanctions.

#### 5. RESPONSIBILITIES

All library staff and library faculty are responsible for helping users to access information and for helping users to access and borrow items from the Library. Library staff and library faculty must be familiar with the library management system to control and monitor the lending of materials.

#### 6. APPROVALS & HISTORY

First drafted in the 1960s, this policy has been revised periodically. The most significant renewal took place in 2005 with the introduction of the Academic Film Collection. Most recently this policy was reviewed in summer 2018, with approvals from the Library and in consultation with the Provost. Last review: Fall 2023. Next review: Fall 2025.

#### 7. ISSUING OFFICE AND CONTACT

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