

Libraries Policy

Approved by the University Council on March 18, 2016

Approved by the Board of Trustees on May 9, 2016

Purpose of Policy

Notre-Dame University-Louaize (NDU) has several libraries on campus that are home to many resources and may be accessed by all NDU constituents. Some resources may be accessed and used within the confines of the libraries; others may be checked out of the libraries. Some resources are also electronic. The purpose of this document is to provide guidelines related to library lending, interlibrary loan, and document delivery services; all these services are provided by NDU libraries.

Definitions

- Library Lending (LL) entails allowing all NDU current students, NDU employees (faculty, academic administrators, co-academic members, and staff), NDU alumni who have met specific requirements, and members of the Maronite Order of the Holy Virgin Mary, to borrow books and other materials from the NDU libraries.
- Interlibrary Loan (ILL) & Document Delivery Service (DDS) is a service that allows the NDU library users to obtain materials, such as books, e-book chapters, journal articles, theses and dissertations, conference papers, and other publications, which are not available at the NDU Libraries. ILL/DDS cannot be used to request materials for work for private employers, for personal non-university research, or for recreational reading.

Use of Library Services

The libraries' user must appear in person and present a valid NDU identification card to check out books or other materials. No proxy borrowing will be allowed. All libraries' users will be held responsible for any materials borrowed in their name. All loans are renewable provided another user has not recalled the borrowed material.

ILL is offered by the NDU Libraries to the NDU entities holding a valid NDU identification card. Borrowers with holds on their library accounts (whether for overdue items or outstanding fees) are ineligible to use the ILL service until their records are cleared. The NDU Libraries reserve the right to evaluate any ILL request and to reject it, if necessary.

DDS is a service provided only to NDU alumni, at cost. An updated schedule of DDS charges and summary fees may be obtained from the ILL/DDS Specialist. DDS is not available to any other NDU libraries' user.

1. Loans, Restrictions, Recalls and Lost Materials / Non-Circulating Materials

The following library materials do not circulate, however they may be accessed and used within the library:

- Newspapers;

- The most currently received issue of a periodical or magazine;
- Reference books;
- NDU theses;
- Closed Circulation materials; and
- Special Collections materials.
-

Upon request, all non-circulating materials housed at another campus library may be brought to the user's campus library for consultation within the library only.

2. Short Loan and Restricted Materials

The following library materials have restricted loan periods as noted:

- Books classified as Art and Architecture (700-790) are circulated to students for one week;
- Bound periodical volumes (maximum of two) circulate only to faculty, academic administrators, and co-academics for one week;
- Bound periodical volumes (maximum of two) circulate only to graduate students for three days;
- The most recently received issue of a journal or magazine does NOT circulate. Older copies of journal or magazine issues (maximum of two issues per title and six issues total) circulate only to faculty, academic administrators, and co-academics for one week;
- Videocassettes and DVDs circulate for one week. At the Mariam and Youssef Library only, facilities are available for library users to view videocassettes and DVDs within the confines of the library; and
- Materials located at the Marian Studies Center (MSC) Library circulate only to members of the Maronite Order of the Holy Virgin Mary and to NDU faculty members for four weeks. All other users must use these materials on-site.

3. Course Reserves

Course reserves are placed on short-term loan periods at an instructor's request so that all students in a class may have an opportunity to read or review the materials. These materials are available on request at the Circulation Desk. Library users must have their current NDU identification card and know the instructor's name and the course title to ask for these materials.

The policies concerning the circulation of Reserve books and materials apply to students, faculty, academic administrators, co-academics, staff, and members of the Maronite Mariamite Order, and are as follows:

- Open reserve books and materials circulate for 3 days, 7 days, or overnight, according to the requirements of the instructor placing the materials on reserve. Overnight reserve books and materials must be returned to the library not later than 9:00 a.m. of the next working day;
- Closed reserve books and materials do not circulate outside the libraries unless the instructor who placed the materials on reserve provides written permission; and

- Library users may reserve materials daily for overnight use by registering their names at the Circulation Desk. Materials will be handed out on a first-come, first-served basis. A valid NDU identification card must be submitted to check out reserve materials.

Alumni are not allowed to check out course reserve materials from the libraries. These materials may be accessed and used in the libraries.

4. High Priority Requests

Items listed in WebView (NDU Libraries online public access catalog) as *In process* or *On Order*, may be requested to be cataloged as High Priority by filling out a form at the Circulation Desk.

5. Recall of Library Materials

At the request of another library user, any library item may be recalled at any time, from any user. Normally, the current borrower will be allowed one week to return the item(s) to the library where they will be held for the requester for one week. Borrowers may be requested to return an item within a shorter time period.

If an instructor requests an item to be placed on Reserve for class use, the item may be recalled immediately, regardless of when it is due and who has it.

Overdue fines of LBP 3,000 per item, per day, will be charged if recalled items are not returned when requested.

6. ILL/DDS Service Availability

The ILL/DDS request form is available at the Information Systems Department or online at www.ndu.edu.lb/services/req.asp.

- Requestor Responsibilities

Before submitting an ILL/DDS request, the requestor should check to ensure that NDU Libraries do not hold the needed item(s) by searching in the following:

1. WebView - NDU Libraries Online Public Access Catalog.
2. NDU Libraries Electronic Resources.

NDU Libraries' users who request three or more items in one academic year through ILL/DDS that are available through the NDU Libraries resources mentioned above may be banned from using the ILL/DDS service for the remainder of the academic year.

- Eligible Materials

ILL provides access to materials that are not available in the collections of the NDU Libraries. These include: books, e-book chapters, journal articles, government documents and reports, theses, doctoral dissertations, etc. Books that have been declared missing by the Circulation Department after a search has been done may be requested through ILL; books being reviewed for damage and replacement may also be requested upon evaluation.

- Ineligible Materials

Rare materials, materials designated as 'reference' by other libraries, audiovisual materials, special collection materials, photographs, slides and microforms, music scores, and complete copies of e-books.

- Submitting Requests

The ILL/DDS request form may be obtained at the Information Systems Department or online at www.ndu.edu.lb/services/req.asp.

Telephone or e-mail requests will not be accepted.

Before submitting requests, the following procedure should be applied:

1. Each item requested requires a separate form.
2. An e-mail and/or daytime phone number MUST be included in every ILL/DDS request form.

Requests will usually be processed within one (1) working day of receipt, excluding delivery time (service for alumni only). More than two requests from an individual may need several days to be processed. The NDU Libraries will attempt to provide all requested items, but delivery cannot be guaranteed since materials are occasionally in use or are unavailable from lending libraries. Requestors will be notified of delays of more than four (4) weeks.

- Time Required

The average time required to obtain materials from lending libraries is one to three weeks, depending upon the availability of the item(s) requested.

- Duration of Loans, Renewals, and Recalls

Due dates for items borrowed through ILL, as well as the renewal terms, are established by the lending library. The due date for items is indicated on the date due slips attached to the items. The borrower is solely responsible for respecting loan periods and will be charged for any loss, damage, or overdue items.

Library users may request a one-time renewal of any ILL material, provided the request is made at least three (3) working days before the due date indicated on the date due slip. Library users will be notified on or before the original due date if the renewal request has been approved by the lending library. Renewal requests cannot be made for overdue items.

ILL materials are subject to recall by the lending institution without prior notice. Recalled items must be returned to the ILL/DDS Specialist within one working day after the library user is notified; otherwise overdue charges will be assessed.

- Notification, Pick-up, and Return

The ILL/DDS Specialist will notify the user when the requested item(s) are available. Item(s) can be picked up from the Circulation Desk. DDS materials become the property of the library user; ILL materials must be checked out with a valid NDU ID.

Items on loan must be returned to the Circulation Desk that they were borrowed from by the indicated due date.

- **Restrictions on Use**

NDU Libraries and the borrower are bound by any restrictions on use imposed by the lending library.

- **Recently Published Books**

Recently published books are often difficult to borrow on ILL because they are in demand at the libraries owning them. Request for purchase of such materials for the NDU Libraries collections can be made through the Acquisitions, Gifts & Exchange Department.

- **Copyright Information**

The DDS service is compliant with the Copyright Law of Lebanon (Resolution no. 75, published April 3, 1999) and all applicable international copyright laws.

Borrowing Privileges

1. Students

Student borrowing privileges are determined by the class standing provided to the library by the Registrar's Office.

- Freshmen, sophomore, and junior students may borrow a maximum of seven (7) items for a period of two weeks or as specified in the section on loan restrictions and recalls. These students are also allowed a maximum of 5 ILL requests free of charge; additional requests may be provided at cost*;
- Senior students may borrow a maximum of 10 items for a period of four weeks or as specified in the section on loan restrictions and recalls. Senior students are also allowed a maximum of 5 ILL requests free of charge; additional requests may be provided at cost*; and
- Graduate students may borrow a maximum of 15 items for a period of four weeks or as specified in the section on loan restrictions and recalls. Graduate students are also allowed a maximum of 10 ILL requests free of charge; additional requests may be provided at cost*.

**Items that cannot be obtained through ILL will not be counted toward the maximum number of requests allowed per academic year.*

2. Full-time Faculty, Academic Administrators, and Co-Academics

Full-time faculty, academic administrators, and co-academics may borrow a maximum of 30 items for the duration of the current semester or as specified in the section on loan restrictions and recalls.

They are also allowed 20 ILL requests free of charge; additional requests may be provided at cost*.

**Items that cannot be obtained through ILL will not be counted toward the maximum number of requests allowed per academic year.*

3. Part-time Faculty

Part-time faculty may borrow a maximum of 15 items for the duration of the current semester or as specified in the section on loan restrictions and recalls.

They are also allowed 5 ILL requests free of charge; additional requests may be provided at cost*.

**Items that cannot be obtained through ILL will not be counted towards the maximum number of requests allowed per academic year.*

4. Staff

Staff members may borrow a maximum of 15 items for a period of four weeks or as specified in the section on loan restrictions and recalls.

They are also allowed 5 ILL requests free of charge; additional requests may be provided at cost*.

**Items that cannot be obtained through ILL will not be counted toward the maximum number of requests allowed per academic year.*

5. Researchers Affiliated with NDU Research Centers

Researchers affiliated with NDU Research Centers may borrow a maximum of four (4) items for a period of four weeks, or as specified in the section on loan restrictions and recalls. Borrowing privileges will be extended to researchers affiliated with the NDU Research Centers upon presentation of a letter, signed by the Director of the Research Center concerned and the Assistant Vice-President for Research and Graduate Studies.

It is the responsibility of the Director of the Research Center concerned to inform the library at least one month in advance when a researcher will be terminating their relationship with the Research Center and that borrowing privileges should be withdrawn. The Research Center will be held responsible for all materials not returned to the library by their affiliated researchers.

ILL/DDS services will be provided to researchers associated with the University Research Centers. There is no limit to the number of ILL/DDS requests which can be made by researchers affiliated with Research Centers; however the cost of the requests will be deducted from the annual materials budget of the requesting Research Center. All ILL/DDS requests must be approved by the Director of the Research Center concerned before they will be processed.

6. Division of Continuing Education (DCE) Faculty Members

Division of Continuing Education (DCE) faculty members may borrow a maximum of 10 items for a period of four weeks or as specified in the section on loan restrictions and recalls. They do not have the privilege of free ILL requests, but they may make an ILL request at cost.

7. Division of Continuing Education (DCE) Students

Currently enrolled Division of Continuing Education (DCE) students may borrow a maximum of two items for a period of two weeks from the DCE Library only. They do not have the privilege of free ILL requests, but they may make an ILL request at cost.

8. Alumni

NDU alumni are allowed and encouraged to use the University Libraries and are subject to the same rules and regulations that apply to all library users. Alumni may access and use library materials within the library during regular operating hours. Borrowing privileges will be extended to alumni who are registered with the Alumni Affairs Office and who have paid a one-time deposit of LBP 150,000. This deposit will be returned to the alumni member when all checked out items have been returned, any applicable fees have been paid and borrowing privileges have been suspended.

Alumni who meet the above requirements may borrow a maximum of two (2) items for a period of two weeks or as specified in the section on loan restrictions and recalls.

Alumni are not allowed to check out course reserve materials from the library. These materials may be accessed and used in the library.

Alumni are the only ones who can make use of the DDS service when they make ILL requests. All ILL/DDS services are provided to alumni at cost.

9. Members of the Maronite Order of the Holy Virgin Mary

Members of the Maronite Order of the Holy Virgin Mary may borrow a maximum of 10 items for a period of four weeks or as specified in the section on loan restrictions and recalls. They do not have any ILL privileges.

10. Library Guests and Visitors

Guests and visitors are only allowed to access library books and materials within the confines of the library. No borrowing privileges are granted. No ILL/DDS privileges are granted.

Charges, Overdue Materials and Penalties / Overdue Library Materials

Fines are charged for overdue or lost library materials and borrowing privileges will be suspended for any library user with overdue items or outstanding fines. It is the responsibility of the library user to be aware of the due dates for borrowed items and return them on time. *Failure to receive notification does not relieve the borrower of the obligation to return materials when they are due.* Daily fines will begin accumulating the day after the item is due.

The fines for overdue items are as follows:

Regular circulating materials:	LBP 500 per item, per day
Reserve materials:	LBP 3,000 per item, per day
Recalled materials:	LBP 3,000 per item, per day
All other library materials:	LBP 500 per item, per day

Library materials that are more than four weeks overdue will be presumed lost and charged for accordingly.

Students must pay all outstanding library fees before the University will issue transcripts, diplomas, or allow class registration for the next semester. Faculty, academic administrators, co-academics, or staff members may have the library fees deducted from their paycheck or have their final paycheck stopped until all fees are paid.

Clearances will not be provided to library users until all checked out items are returned to the libraries and all outstanding charges are paid.

As for ILL borrowed materials, library users are responsible for returning these materials on or before the indicated due date. Overdue items will be charged a minimum fine of LBP 3,000 per item per day by the NDU Libraries; any additional charges imposed by the lending library must also be paid by the library user. ILL items that are more than two weeks overdue will be presumed lost and charged for accordingly. Students must pay all outstanding library fees before the University will issue transcripts, diplomas, or allow class registration for the next semester. Faculty members and University employees may have the library fees deducted from their paycheck and/or have their final paycheck stopped until all fees are paid. Clearances will not be provided to library users until all outstanding charges are paid.

Lost or Damaged Library Materials

A library user who loses, damages, or is unable to return library materials for any reason, will be charged a replacement fee. Library materials that are more than four weeks overdue will be presumed lost and charged for accordingly. The replacement fee for lost or damaged materials will be determined by the costs associated with replacing the item, plus any accumulated fines. If the user pays these fees and then returns the item within three months, the replacement fee, minus the accumulated overdue fines, will be refunded. Students must pay all outstanding library fees before the University will issue transcripts, diplomas, or allow class registration for the next semester. Faculty, academic administrators, co-academics, or staff members may have the library fees deducted from their paycheck or have their final paycheck stopped until all fees are paid. Clearances will not be provided to library users until all checked out items are returned to the library and all outstanding charges are paid.

As for ILL material, repair or replacement fees are established by lending libraries according to their rules and regulations. ILL/DDS services will be denied to NDU borrowers violating these rules. The service may be restored after resolving the problem that caused the denial of service. If materials are lost, stolen or damaged, the individual to whom the item is checked out will be held responsible and charged for all expenses incurred by the NDU Libraries to repair or replace the lost, stolen or damaged items. Students must pay all outstanding library fees before the University will issue transcripts, diplomas, or allow class registration for the next semester. Faculty members and University employees may have the library fees deducted from their paycheck or have their final paycheck stopped until all fees are paid. Clearances will not be provided to library users until all outstanding charges are paid.

Mutilation or Theft of Library Resources

Mutilation or theft of library resources will incur disciplinary action, including the suspension of borrowing privileges. In addition, the party responsible will be charged for the repair or replacement of the materials as described in the section on lost library materials. Mutilation includes, but is not limited to, cutting or tearing paper-based materials, writing or highlighting in books or other materials, and damaging audio/visual and computer resources, and all ILL/DDS material. Library users are held responsible for all library materials borrowed in their name. It is the responsibility of the user to notify the library of any damage or mutilation of library materials, whether it occurred before or after they borrowed the materials, including damage caused by normal wear and tear, or they may be penalized.