

Policy Number: AA037EN
Last Review: 14 Sep 2014

1. PURPOSE

AUP alumni residing in the Paris area may borrow materials from the AUP Library, per the rules outlined in this policy.

2. WHO IS AFFECTED BY THIS POLICY

Staff, AUP alumni living in the Paris area

3. POLICY STATEMENT

- Total maximum of 3 items (books and/or music CDs) for 21 days
- Possible renewals: up to 4
- Reserves and films: no borrowing possible
- Items on Interlibrary Loan, Document Delivery and remote storage transactions: payment required
- Required deposit: 150€
- Lost books: user must pay a flat fee
- Lost CDs: user must pay the price of the item plus a processing fee
- The Library may use the user's deposit money to replace items and the user must then replenish his/her account to 150€.
- Regular fines, recall fines and lost fees must be paid at the Service Desk.
- At the end of each semester, Library User Services will ask the alumnus/a with borrowing privileges to return or renew all items, to confirm his/her interest in continuing with borrowing privileges, and to update personal information.
- The user can stop borrowing privileges at any time by returning all items, paying all fees of fines, if any, and requesting the return of the deposit.

For further information, contact the AUP Library at library@aup.edu

4. RESPONSIBILITIES

Library staff (notably the Library User Services team, but not exclusively) ensure the correct borrowing and return of library materials and manage loan records in the library management system. The User Services and Document Access Supervisor is responsible for addressing problems and complaints.

Alumni benefiting from this service are responsible for proper use of library materials, including ethical use of the content. They are also responsible for returning materials by the due dates.

5. APPROVALS & HISTORY

This policy was approved in September 2014 and will be reviewed again in Fall 2019.

6. ISSUING OFFICE AND CONTACT

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