

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, confidential, and is not shared with any other party. No patron records are kept linked to the library item record or to the fines and fees. Only numbers of checkouts are available for annual statistics.

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.

- To borrow library items (books, films), the user must give a current and valid identification card or a valid ID number issued by the University.
- 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 acts as library and building access card.
- The University Library is by default not open to the public.
- 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) or provide the ID number 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 on the library homepage.

Loan Periods

- The regular loan period of the general book collection is 21 days, five days for films.
- The regular loan period for the small equipment is three hours. No overnight loans.

Renewals

- Renewals may be requested online or in person, or by e-mail: userservices@aup.edu
- To renew online, use the library online catalog
 - 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 taken to the Service Desk for renewal.
- For renewals by email, send the request to userservices@aup.edu. Include name, patron barcode, and barcodes of items to be renewed. An e-mail confirmation will be sent if the item is 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 will be communicated during check-out and can be retrieved using the patron account. Borrowers are responsible for verifying their user account online to monitor the items to be returned.
- Items may be placed in the book drop at the entrance of the Quai building or returned to the Service Desk directly.
- All items should be returned by the date due 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 by 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 and are billed through SAS monthly.

Lost items

- Lost or damaged items should be reported immediately to the Service Desk 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.
- The library will not accept a replacement copy brought by the user who lost the material.
- 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 are responsible for helping users access information and borrow items from the Library. All library staff be familiar with the library management system to control and monitor the lending of materials.

6. APPROVALS & HISTORY

Last Review: Summer 2026

Next review: Summer 2027

7. ISSUING OFFICE AND CONTACT

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