

1. PURPOSE

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

2. WHO IS AFFECTED BY THIS POLICY

AUP alumni living in the Paris area.

3. POLICY STATEMENT

- Total maximum of 3 items (books) for 21 days
 - Possible renewals: up to 4
 - Required deposit: 150 Euro
 - The Library may use the user's deposit money to replace items; the user must then replenish his/her account to 150€.
- Online resources are accessible only on-site
- Reserves and films: only on-site
- Items on Interlibrary Loan, Document Delivery: payment required (30 euros for ILL)
- Lost books: Users must pay a flat fee (16 euros of processing fee + the cost of the book mentioned in the 966 field)
- 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 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

Last Review: Summer 2026

Next review: Summer 2027

6. ISSUING OFFICE AND CONTACT

University Librarian

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<http://library.aup.edu>