

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Libraries Deanship Policies Manual		Policy Number	LD-02
			Effective Date	02-Mar-2014
	Subject Circulation		Most Recent Review Date	01-Dec-2013
	Responsible Office: DVC Research & Grad. Studies		Due Date for Next Review	01-Sep-2016
			Pages of this Policy	1 of 1

2. Circulation

Overview

Covers policies and procedures for the circulation of the Library Collections, including user rights and responsibilities.

Scope

Applies to all users of the UAEU Libraries and Collections, except users and administrators of the UAEU National Medical Library.

Objective

The University will have criteria governing the circulation of the Library's collection to ensure that it best supports the research and teaching needs of the academic community.

Policy

1. The Libraries Deanship will have responsibility for periodically updating its circulation policy according to international standard practices for academic libraries and the Mission of UAEU.
2. The UAE University academic and general communities are responsible for adhering to the Circulation Policies and Procedures of the Libraries Deanship.
3. The Libraries Deanship will have a Circulation Section responsible for:
 - a) provision of an efficient circulation service to library users, including access to and circulation of collections throughout the libraries Deanship
 - b) maintenance of accurate and current user records in the Integrated Library System (ILS)
 - c) information regarding Circulation Policies and Procedures
 - d) information to users concerning their circulation record
 - e) provision of professional, respectful and appropriate customer service
4. The Libraries Deanship will have a Systems Division responsible for maintenance and updating of the ILS and its interface with other systems, programs and equipment as necessary to ensure an accurate, efficient system workflow.
5. The Libraries Deanship will have a Public Services Division with responsibility for the implementation and periodic development of the Circulation Policy.
6. The Libraries Deanship will continue to serve the UAEU and general community. The Main Campus Library is a resource for UAEU students, faculty members and staff, and for dignitaries and other visitors to the campus. Zayed Library, while serving UAEU students, and faculty and staff members, is also a key resource for the general community, including researchers, business people, and K-12 students, with a heavy user base among young schoolchildren and high school students.