

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	<b>Libraries Deanship Policies Manual</b>		Policy Number	LD-00
			Effective Date	12-Aug-2018
	<b>Subject</b>		Most Recent Review Date	15-Apr-2018
	Signatory Authority		Due Date for Next Review	01-Sep-2021
	<i>Responsible Office:</i> Dean of Libraries		Page Number	1 of 1

### Signatory Authority: Libraries Deanship

	Transaction Description	Signatory Authority Level					
		Department/Division Head(s) (of the Libraries)	Dean of Libraries	UAE Higher Educ. Library Consortium	Vice Chancellor	Chancellor	University Council
Updating Manual	Approval of new policies or amendment of existing ones		X		X	X	X
	Approval of new procedures or amendment of existing ones	X	X		X		
Collection Management	Changes in selection of material	X	X				
	Changes in selection principles and criteria	X	X				
	Changes in exclusions and gifts	X					
	Changes in document delivery and interlibrary loan	X					
	Changes in replacements and multiple copies	X					
	Changes in electronic resources	X					
	Changes in access, preservation and weeding and storage	X	X				
	Changes in controversial issues	X	X				
	Changes in standards	X					
Creating additional or deleting collection guidelines	X	X					
Access (Lending)	Changes in collection circulation status	X	X				
	Changes in loan rules	X	X				
	Changes in returns, renewals, hold requests, interlibrary loan	X					
	Changes in interlibrary loan (LIWA) as applies to Consortium	X	X	X			
	Changes in course reserves	X					
	Changes in overdue, lost and replacement items	X					
	Changes in fines and fees	X	X				
	Collection of fines and fees	X					
Exemption of fines and fees		X					