AMERICAN UNIVERSITY OF BEIRUT
Mediterraneo

# LIBRARY PROCEDURES

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# 1. PURPOSE & SCOPE

The AUB Mediterraneo Library supports teaching, learning, research, and student study by providing access to print and electronic resources, research and reference assistance, course-related library support, and a dedicated physical study space.

These procedures apply to current AUB Mediterraneo students, faculty and academic/teaching staff, and administrative staff using the Library and its services.

The AUB Mediterraneo Library operates as a local physical library while providing access to the broader collections and professional services of the AUB University Libraries.

# 2. LIBRARY ACCESS & OPERATIONS

The Library is located on the third floor of the Academic Building at the AUB Mediterraneo campus.

Regular operating hours are:

| Day | Hours |
|---|---|
| Monday–Friday | 09:00–19:00 |
| Saturday | 10:30–14:30 |
| Sunday | Closed |

Hours may be adjusted periodically based on academic demand, examination schedules, staffing availability, and operational requirements. Extended hours may be arranged during examination periods where staffing permits and will be communicated to users in advance.

The Library primarily serves current AUB Mediterraneo students, faculty members, and administrative staff. Visitors and external users do not currently have access to the Library or its reading and study space. Any future expansion of access will be considered separately based on operational needs.

The University Librarian oversees local Library operations, the physical collection, collection development, user services, and coordination with AUB University Libraries.

Graduate Library Assistants may support routine operations, including study-space supervision, basic circulation activities where authorized, shelving returned materials, and recording incidents or operational issues. Library Assistants do not independently make decisions regarding Library policies, collection development, acquisitions, cataloguing, user accounts, or other professional Library services.

# 3. LIBRARY COLLECTIONS & RESOURCES

The AUB Mediterraneo physical collection currently contains approximately 1,000 volumes. The collection primarily supports the Bachelor of Arts in Global Liberal Arts and Bachelor of Arts in Philosophy, Politics, and Economics, together with reference and other materials supporting the University's academic programs.

The physical collection is reviewed and developed according to curriculum requirements, faculty teaching and research needs, student needs, demand for existing materials, availability of electronic resources, and available resources.

AUB Mediterraneo students, faculty, and administrative staff also have access to electronic books, journals, databases, and other scholarly resources provided through AUB University Libraries. Most licensed resources can be accessed remotely using an AUBNet account, subject to the restrictions of individual licenses.

The AUB University Libraries provide access to more than 400 databases, approximately 2.8 million electronic books, and more than 245,000 electronic journals, including major academic and professional resources such as IEEE Xplore, Scopus, Web of Science, Inspec, ASCE, ASTM, ASME, ScienceDirect, Springer, and Wiley.

Users can search for print materials through the AUB Library Catalog. When searching for physical materials, users should use the Held Library filter and select AUB Mediterraneo Library under the Library filter to identify materials held on campus.

Certain materials are designated Library Use Only and may not be borrowed. These may include reference works, core textbooks, high-demand materials, and fragile, rare, or preservation-sensitive items. Library Use Only materials are indicated with stickers and must remain in the Library.

The Library may also designate selected materials for short-term loans where necessary to support teaching and learning. The applicable loan period will be communicated when the material is borrowed.

# 4. BORROWING & CIRCULATION

Borrowing privileges are available to current AUB Mediterraneo students, faculty/academic staff, and administrative staff, subject to the applicable limits below.

| Borrower Category | Maximum Books | Loan Period | Renewal |
|---|---|---|---|
| Undergraduate Students | 3 | 30 days | 1 renewal for an additional 30 days |
| Postgraduate Students | 3 | 30 days | 1 renewal for an additional 30 days |

| Borrower Category | Maximum Books | Loan Period | Renewal |
|---|---|---|---|
| Faculty / Academic Staff | 5 | Until the end of the current semester | 1 renewal until the end of the following semester |
| Administrative Staff | 2 | 30 days | 1 renewal for an additional 30 days |

No Library material may be removed from the Library without being formally checked out through the Library's circulation process. Users are responsible for materials checked out under their account until the materials are returned and the loan is discharged.

Eligible loans may be renewed once. Renewal requests must be made before the due date and are subject to the item not being reserved and the user's renewal limit not having been exhausted. Overdue items cannot normally be renewed.

Users may request a reservation for an item currently on loan. A reserved item cannot be renewed by the current borrower. Reservations are processed in the order received. When a reserved item is returned, it is made available to the next user in the reservation queue. The Library may establish a collection period for reserved materials and will communicate the applicable period to the user.

# 5. OVERDUE, LOST & DAMAGED MATERIALS

Users are responsible for returning borrowed materials by the applicable due date. The Library will use its designated communication mechanism to notify users of overdue materials.

Borrowing privileges may be temporarily suspended while a user has overdue materials or unresolved Library obligations.

The University may establish overdue fines and procedures for their assessment and collection separately from these procedures. Until such arrangements are formally established, no specific fine amount is stated in these procedures.

Lost or damaged materials must be reported to Library staff promptly. Users may be required to pay the cost of replacing or repairing lost or damaged materials, as determined by the Library. Borrowing privileges may be suspended until outstanding obligations have been resolved.

Persistent failure to return materials or comply with Library procedures may result in further restriction or suspension of Library privileges.

Students who graduate, withdraw, or otherwise end their enrollment must return all borrowed materials and resolve outstanding Library obligations. Library clearance will be confirmed as part of the University's applicable graduation or withdrawal procedures.

Faculty and staff leaving AUB Mediterraneo must return borrowed materials and resolve outstanding Library obligations before departure in accordance with applicable University clearance procedures.

# 6. ACQUISITIONS & REQUESTS FOR MATERIALS

Faculty members and academic units may recommend books and other materials for acquisition through the Library's established acquisition request process.

The Library reviews acquisition requests for factors including:

- availability in the existing collection;
- availability through AUB University Libraries;
- availability in electronic format;
- relevance to academic programs and courses;
- faculty teaching and research needs;
- anticipated student demand; and
- available budget and collection priorities.

Approved acquisition requests are processed through the applicable University purchasing procedures.

The Library may accept donated materials at the discretion of the University Librarian. Donations are considered based on academic relevance, condition, duplication, anticipated use, storage capacity, and the Library's ability to process and maintain the materials.

Students and faculty may also request books, articles, or other academic resources that are not currently available. Requests will be assessed and, where feasible, fulfilled through the appropriate AUB University Libraries service or other available resource-sharing arrangements.

# 7. RESEARCH & ACADEMIC SUPPORT

AUB Mediterraneo students and faculty have access to research and reference support from AUB University Libraries. Services include assistance with:

- locating scholarly sources;
- database and resource discovery;
- research methods;
- citations and references;
- information literacy;
- research consultations; and
- library instruction.

Faculty members may request course-integrated Library support, including embedded librarian assistance, library instruction sessions, help identifying course materials, and preparation of course or subject research guides.

Graduate students may also receive specialized support related to literature searching, research, citations, academic writing, thesis preparation, and use of the required thesis template.

Library assistance may be requested through the AUB University Libraries' designated services, including Ask a Librarian and research appointments.

# 8. STUDY SPACE, EQUIPMENT & CONDUCT

The Library provides a quiet study environment with individual study seating, collaborative work tables, shelving, and librarian workspace.

The Library does not currently provide dedicated public computer workstations. If such facilities are introduced, their use will be governed by applicable Library and University procedures.

Users are expected to maintain a quiet, respectful, and academically appropriate environment. The following are not permitted:

- loud talking or disruptive behavior;
- behavior that interferes with other users' study or work;
- smoking;
- consumption of food;
- consumption of drinks other than permitted sealed bottled water;
- mobile phone use that disturbs other users;
- unauthorized removal of Library materials;
- reshelving Library materials by users; or
- conduct that damages Library property or facilities.

Returned books and other materials should be placed in the designated return location rather than reshelved by users.

Library staff may ask users who violate these procedures to modify their behavior or leave the Library. Serious or repeated violations may result in restriction or suspension of Library access or borrowing privileges and may be referred under applicable University procedures.

# 9. LIBRARY ASSISTANT PROCEDURES

Where Library Assistants are appointed, they receive basic training on Library rules, study-space supervision, circulation and return procedures, user conduct, and incident reporting.

Assistants should maintain an attendance or duty log for each shift recording:

- date;
- working hours;
- name of the assistant on duty; and

- significant observations, incidents, or operational issues.

Assistants should report incidents or matters requiring professional or administrative action to the University Librarian.

# 10. LIBRARY RECORDS & INFORMATION

The Library maintains records necessary to administer its services, which may include borrowing and return records, overdue records, acquisition requests, collection records, Library Assistant duty logs, and incident records.

Library records containing personal information are handled in accordance with applicable University requirements and legal obligations.

Current information about Library services, operating hours, resources, and contact information is maintained on the AUB Mediterraneo Library webpage. All AUB Mediterraneo students, faculty, and staff can access AUB University Libraries' electronic resources using their AUB Mediterraneo account and selecting Pafos campus when prompted.

For Library information and assistance, users may contact the University Librarian at ck02@aubmed.ac.cy.

# 11. REVIEW OF PROCEDURES

These procedures are maintained by the AUB Mediterraneo Library and may be updated as Library services, resources, staffing, facilities, technology, or operational requirements change.

Changes to routine operational procedures may be made by the responsible Library staff in accordance with applicable University requirements. Matters requiring institutional approval will be referred through the appropriate University process.