



Library Circulation Policy

Policy is in effect starting May2005

Policy statement

The KFUPM Library circulation policy aims to providing students, faculty and staff the fullest access to all library material

LOAN PERIODS

Borrowers are responsible for the return of all items on time and in good condition. Items must be returned or renewed before the due date which is stamped on all borrowed items. Loan periods are:

BOOKS

30 DAYS LOAN

- Maximum 3 Books for Non-KFUPM borrowers
- Maximum 5 Books for Diploma students
- Maximum 7 Books for Undergraduate students and Non-Technical staff

SEMESTER LOAN

- Maximum 10 Items for Graduate students
- Maximum 20 Items for Technical staff
- Maximum 25 Items for Faculty

REFERENCE

- Overnight for Graduate students, Faculty, Technical and Non-Technical staff

SPECIAL

- 30 DAYS for Graduate students, Faculty, Technical and Non-technical staff

PERIODICALS

- **Bound volumes:** 3 DAYS for Graduate students, Faculty, and Technical staff
- **Loose issues:** 3 HOURS for Graduate students, Faculty, and Technical staff

TEXTBOOKS

- 3 DAYS for Graduate students, Faculty, and Technical staff

AUDIO/VIDEO/MICROFORM/MEDIA

- 7 DAYS for Graduate students, Faculty, Technical and Non-Technical Staff

RECALLS AND HOLDS

- Material can be recalled by making a recall request through the Horizon Information Portal (HIP) or through the Circulation Desk in the main library (3077).
- The item can only be recalled **15 days after the borrower** has checked it out.
- The due date for the recalled item will be reset to a shorter loan period. A recall notice will be sent informing the borrower of the new due date.
- When a recalled item is available, it will be placed on a hold shelf in the library. The requester will be notified to pick up the material within five days.
- If there are multiple requests for a single item, they will be honored in the order received.

RENEWALS

Items on loan can be renewed in person, by telephone (3015) or via e-mail (lib-circ@kfupm.edu.sa) up to three times unless the item has been requested by another borrower.

FINES AND CHARGES

Overdue items.

- There will be a fine of SR 1 per day for each overdue item for the first month.
- The fine will increase to SR 10 per day after one month.

Recalls.

- A fine of SR 1 per day will be charged on each overdue recall item for the first 15 days.
- The fine will increase to SR 10 per day after two weeks.

Maximum fine.

- The maximum fine for all items overdue will be SR 500.
- All borrowing privileges will be suspended and clearance withheld unless fines are paid.

Replacement charges.

- If the material is declared lost a processing charge of SR 100, in addition to the cost, will be charged.

CIRCULATION POLICIES FOR KFUPM LIBRARIES

Borrower Type	Loan Period	Maximum Loan	Maximum Renewal	Material Type					Renewal Mode	
				Book	Periodical (No Renewal)	Microform	Media	Govt. /Text Reference	Physical	Electronic or by Phone
Faculty	Semester	25	3	✓	✓	✓	✓		✓	✓
Technical Staff	Semester	20	3	✓	✓	✓	✓		✓	✓
N-Tech. Staff	30 days	7	3	✓					✓	✓
Graduate	Semester	10	3	✓	✓	✓	✓		✓	✓
Graduate (Part time)	30 days	10	3	✓	✓				✓	✓
Undergraduate	30 days	7	3	✓					✓	✓
Diploma	30 days	5	3	✓					✓	
Non-KFUPM	30 days	3	0	✓						

Borrower Type	Recalls	Recall Grace	Fines					Punishment for Fines Not Paid	
			All Item Types	Recalls	Maximum Fine	General Grace	Lost	Cannot register or get clearance	Loan suspension
Faculty	After 15 days	5 days	SR 1 per day	SR 1 per day	SR 500	5 days	Cost of item plus SR 100 processing charges	✓	✓
Technical Staff			SR 10 per day after 1 month	SR 10 per day after 15 days					
N-Tech. Staff									
Graduate									
Undergraduate									
Diploma									