

AUAF Library Rules

1. Introduction

- 1.1 AUAF Library rules apply to all students, faculty, staff, and visitors.
- 1.2 The main goal of this document is to set AUAF policy regarding the use of information resources.

2. General provisions

- 2.1. The Library, as a university structural division, assumes the nature and characteristics of scientific, informational and educational institutions. The Library supports the academic, pedagogical, and research activities of the University by acquiring, storing, documenting, and providing open access to academic, scientific and other material in hard copy and electronic formats.
- 2.2. The Library collections are the property of the university.
- 2.3. The Library operates under rules and policies approved by the Library administration.

3. Library rules for information service provision

- 3.1. AUAF students, instructors, and staff are granted the right to use the Library free of charge.
- 3.2. Students from the Professional Development Institute, students who take special courses at AUAF, and representatives of organizations and institutions which have signed contracts with AUAF, have the right to use the AUAF Library collections based on library deposit provisions and/or contracts for the delivery of informational services.
- 3.3. Patrons are served only after they present their AUAF ID card, without which a patron does not have a right to use library collections.
- 3.4. A patron does not have a right to loan or give the AUAF card to another person.
- 3.5. An individual can be registered in the library after the presentation of the AUAF ID card or:
 - a) AUAF students may be registered on the basis of an enrollment list provided by the AUAF Registrar Office.
 - b) Staff and faculty (full-time) may be registered on the basis of hiring notifications from the Human Resources Department.
 - c) Faculty (part-time) may be registered on the basis of hiring notifications from the Human Resources Department and a guarantee letter from the program head.
- 3.6. When registering, patrons should familiarize themselves with the Library rules.
- 3.7. Depending on category (students, staff or faculty), users have limitations on the length of the circulation period:

Materials	Student	Staff and Faculty
Books	3 weeks	1 semester
Audiovisual Material	3 weeks	1 semester
Back Issues of Periodicals	1 week	1 week
Vertical File Materials	3 days	3 days
Current Issues of Periodicals	1 week	1 week
Reference Materials	Overnight, due 9:30 am	Overnight, due 9:30 am
Reserve Items	Faculty designation	Faculty designation

- a) Basic textbooks that are available in sufficient amount are loaned for not more than 1 semester.
- b) Patrons have an opportunity to prolong loan periods by phone if the material is not in demand among other patrons, but no more than two times after the initial check-out.
- c) Dictionaries, reference books, encyclopedias, rare and valuable volumes are intended for use only in the Library. In exceptional cases, these editions can be loaned to patrons for overnight use after 7:45 pm. In that case these editions should be handed in not later than 9:30 the next morning.
- d) Library imposes overdue fines for all materials of five Afg per day or five Afg per hour for reference and reserve materials.

3.8. No refreshments or food of any kind shall be consumed anywhere inside the Library.

3.9. Keeping in mind that the Library is a place of study and research, users should maintain an atmosphere of dignity and peacefulness within the premises. The act of learning is a virtue that must be honored with silence and the avoidance of behavior disturbing to others.

3.10. Personal possessions may not be left in the Library unattended or for prolonged periods. Library staff may clear away any personal property left on tables in order to make seats available to other users.

3.11. The Library is not responsible for lost personal property.

3.12. All members of the Library staff are empowered to enforce discipline in the Library.

3.13. No group discussions or meetings will be permitted in the quiet study areas.

3.14. Destruction of equipment and other Library property will be penalized.

3.15. Photocopying and printing should be limited to academic-related purposes.

4. Rights and obligations of patrons

Patrons have a right to:

4.1. Use Library search software, databases, study rooms, and other Library services free of charge. In addition, patrons have open access to the Library collections.

4.2. Borrow materials for home use.

4.3. Open access to Library electronic resources from all the Library and University computers.

4.4. Online access to the Library catalog:

<http://koha/cgi-bin/koha/opac-main.pl>

4.5. Consultation sessions, informational enquiries, and participation in conferences and training conducted by the Library.

4.6. Make comments and offer suggestions on Library improvement.

A patron is obliged to:

4.7. Treat Library items with caution. Do not make marks, tear pages out, or make dog-ears. Causing damage to library materials is a serious disciplinary offence.

4.8. Check out material before removing it from the Library premises.

4.9. Inspect material before taking it from the Library and inform Library staff if defects are discovered.

4.10. Return Library material on time.

4.11. Maintain strict discipline in the Library. Always act in a manner that does not disturb others.

4.12. Observe strict silence in study rooms. Unauthorized meetings and discussions in the study rooms are totally prohibited.

4.13. Switch off or silence mobile phones before entering the Library quiet zone.

4.14. Return all loaned materials and hand in the AUAF card when permanently leaving the University.

4.15. Make restitution for damage to Library collections.

4.16. Pay three times the price of the original copy for lost items, or replace with the latest (revised) edition/version of the original item if approved by the acquisition librarian. If the material is out of print or out of production, the charge will be five times the price of the original, unless the user can replace it with an identical or equal item, with the approval of the acquisition librarian.

4.17. Leave the Library before closing time

5. Library rights and services

Library has a right to:

5.1. Execute the acquisition of informational resources on the basis of requirement lists submitted by University programs and to develop the collection based on commonly-used media evaluation resources. These materials are acquired according to the needs of the University academic programs.

5.2. Define the procedures for access to Library resources in concordance with approved provisions and regulations.

5.3. Perform control over the lending and return of Library materials and to take disciplinary measures towards violators of Library rules including the denial of access to the Library and to Library resources.

5.4. Empower all members of the staff to enforce discipline and silence in the Library.

5.5. Introduce changes into Library Rules when necessary.

Library accepts the responsibility of:

5.6. Informing patrons of the wide range of provided services.

5.7. Providing services on an adequate level and providing patrons with scientific and academic material in hard copy as well as in electronic format.

5.8. Ensuring the accounting, safe storage, and effective use of materials in electronic, print, and other formats in accordance with established rules for their safety and rational use.

5.9. Lending materials to patrons and ensuring that they are returned on time and in good condition.

For any comments you can contact Library Staff or email us:

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