



Regulations No. (14) of 2012

**Regulations for Public Services
at the American University of Madaba Library
(AUM)**

2012

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Issued by the Council of Deans on the Basis of Article “17-B-11” of the Law of Jordanian Universities No. 20 of 2009 and its Amendments

Article 1 These regulations shall be named “Regulations for Public Services at the American University of Madaba Library of 2012”. They shall go into effect after they have been duly approved.

Article 2 The words and phrases below shall have, wherever they appear in these regulations, their specified meaning unless otherwise indicated in context:

University	American University of Madaba
President	President of the University
Dean	Any dean at the University
Library Director	American University of Madaba Library Director
Director	Director of any department or center at the University
Department	Any academic department in a University faculty
Library Materials	Books, periodicals, documents, manuscripts, films, microfilms, slides, maps, university dissertations, discs, CDs, programs, and electronic data bases necessary for library purposes, among others
Beneficiary	Faculty members, students, and administrative staff of the University

Article 3 The American University of Madaba Library undertakes to purchase library materials and makes them available in accordance with the effective Supplies and Works Bylaws at the University.

- Article 4**
- a. Library materials are duly purchased upon a proposal from the Library Director, the Dean, or the Director.
 - b. The library shall provide one or two copies of each title; however, three copies may be purchased upon a recommendation from the concerned department chairperson on the basis of the actual needs.
 - c. If the requested number of copies exceeds three, the purchase is processed upon a recommendation from the faculty dean, provided that the number of purchased copies in all cases does not exceed five.
 - d. The Library Director is authorized to duly purchase at most (5) five copies of books authored by University employees, and at most (3) three copies of books written by Jordanian authors not working at the University, on the basis of their significance.

Article 5 The Library Director is authorized to prescribe to periodicals, series, and electronic data bases, and also to duly purchase back issues of periodicals in coordination with the concerned authorities at the University.

- Article 6**
- a. University faculty members and full-time lecturers may check out at most (5) five books for a whole semester or a summer session.
 - b. University part-time lecturers and graduate students may check out at most (4) four books for one month.
 - c. University staff may check out at most (2) two books for two weeks.
 - d. Undergraduate University students may check out at most (3) three books for two weeks.

- Article 7**
- a. Checked-out books may be renewed upon the consent of the Library Director, unless requested by another beneficiary.
 - b. Beneficiaries may not check out new books if they have overdue books.

- Article 8**
- a. The Library Director has the right to recall any checked-out book before its due date, or to refrain from checking out any book if he/she sees it is necessary to keep it in the library for public interest.
 - b. The Library Director has the right to increase the upper limit of library materials allowed for a beneficiary to the extent they deem suitable on the basis of the beneficiary's needs.

Article 9 References, periodicals, special collections, such as rare books, manuscripts, documents, university dissertations, audio-visual materials, such as microfilms, data bases available on CDs, and similar materials may not be checked out except in special cases decided upon by the Library Director.

- Article 10**
- a. Books are placed on the reserve shelf upon a written request from faculty members or by an initiative from the library.

- b. Books placed on the reserve shelf may be checked out only overnight. The library administers their usage during working hours, taking into consideration priorities of their request.
- c. Overnight check-out of reserved materials begins one hour before the end of the official working hours of the library and ends one hour after the beginning of the following day's work.

- Article 11**
- a. If a beneficiary fails to return the library material on time, they shall be fined JD 0.5 for each day's delay, provided that the total amount of fine does not exceed JD 50.00.
 - b. If returning the library material has been overdue for more than a hundred days, the instructions concerning the library material loss shall be applicable.
 - c. If a beneficiary fails to return a checked-out overnight library material on time, they shall be fined JD 0.5 for each hour's delay, provided that the total amount of fine does not exceed JD 50.00.

- Article 12**
- a. The Library Director may partially waive the library material late return fine upon a written petition submitted by the beneficiary, provided the waived amount does not exceed 50% of the fine.
 - b. The President may partially or totally waive the library material late return fine upon a written petition submitted by the beneficiary.

- Article 13**
- A beneficiary shall be exempted from the late return fee in any of the following cases:
- a. A sick leave supported by a medical report, duly authenticated, provided the overdue period does not exceed one week.
 - b. The death of one of the beneficiary's first- or second-degree relatives, provided the overdue period does not exceed three days.

- Article 14**
- a. Should a beneficiary lose any library material, they shall be obliged to return instead an original copy of that material, and to pay a fine equivalent to the costs of preparation (binding, indexing, classifying, among others). Otherwise, they shall be fined thrice as much the cost of the library material in current prices, in addition to the costs of preparation.
 - b. Should a beneficiary lose part of any multipart library material, they shall be obliged to return instead an original copy of the whole material, and to pay a fine equivalent to the costs of preparation (binding, indexing, classifying, among others). Otherwise, they shall be fined thrice as much the cost of the library material in current prices, in addition to the costs of preparation (binding, indexing, classifying, among others).
 - c. Should a beneficiary lose any library material that has been received as a gift or exchange, the Library Director may estimate the cost of the lost material, and the beneficiary shall be subject to items (a) and (b) of this article.

- Article 15** A person who causes any damage, rearing apart, or distortion to any library material shall have to provide a replacement of the whole material, and shall be subject to a fine equivalent to the costs of preparation (binding, indexing, classifying, among others), or a fine equivalent to four times as much the cost of the library material in current prices in addition to the costs of preparation (binding, indexing, classifying, among others).
- Article 16** If a student refuses to return any checked-out material, they shall be referred to the Dean of Student Affairs to take disciplinary measures against them, in addition to subjecting them to Articles (11) and (15) of these regulations.
- Article 17**
- a. A beneficiary has the right to inspect the library material before checking it out to ensure its freedom of any defects.
 - b. The beneficiary is fully responsible for the integrity of the checked-out material.
- Article 18** The library offers photocopying and printing services according to the following rates:
- a. Any library material may be photocopied at JD 0.050 per copy.
 - b. A university dissertation may be copied on a CD at JD 10.00.
 - c. Materials for official university business are copied free of charge upon a request from the concerned departments after obtaining the approval of the President or whomever he deputizes.
 - d. Electronic printing for University students and staff at JD 0.050 per copy.
- Article 19** The library offers the services of information and bibliographical search through the library data bases and electronic data bases published on the internet as follows:
- a. Printing no more than (150) pages, free of charge, for University students from the electronic data bases subscribed to by the library. If the number of pages exceeds this limit, students shall be charged JD 0.100 per page.
 - b. Printing from the internet for University staff at JD 0.050 per page.
- Article 20** The University library may donate books in the form of gifts in accordance with the Supplies and Works Bylaws in effect at the University.
- Article 21** Library materials deemed irreparable may be disposed of, and consequently dropped out of the library records and the lost material records in accordance with the effective Supplies and Works Bylaws at the University.
- Article 22** If any person misbehaves within the library premises or commits any of the disciplinary violations or violates the library instructions, the Library Director may disallow that person from entering the library or prevents them from checking out any library material for a period not exceeding one semester, or file a complaint against them in the Deanship of Student Affairs of the University to take the appropriate disciplinary actions against them.

Article 23 Library visitors shall be subject to inspection at the exit doors by the door inspectors to show what they have of books and other library materials.

Article 24 The President, Deans, and Directors are responsible for the execution of these regulations.

Article 25 The Council of Deans shall decide on all cases not covered by these regulations.