

Circulation Policy

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1. DEFINITIONS & ABBREVIATIONS

Abbreviation	Definition
MU	Muscat University
LRC	Learning Resources Center
University Community & LRC users	Muscat University students, academic and administration staff, technicians and alumni
Circulation	The process of checking books and other materials in and out of an LRC. It also refers to the total number of items checked out by library borrowers over a designated period and to the number of times a given item is checked out during a fixed period of time, usually one year. (ODLIS)
Reference materials	Reference materials are to be consulted in the LRC only and cannot be borrowed. Reference materials may be: <ul style="list-style-type: none">- high demanded books- government publications- periodicals- CDs/DVDs- magazines- dictionaries- encyclopedia- dissertations
Textbooks	standard books required for a specific module
Books	books that can be borrowed by LRC users
OPAC	Online Public Access Catalogue
Call number	The call number refers to the classification number, author code, year of publication and book serial number, which is displayed on the book spine.

2. PURPOSE OF THE POLICY

The Muscat University LRC acquires information resources to support learning and teaching and to improve the University community skills and knowledge. The printed resources are selected and acquired as per the collection development policy. They are processed and arranged in open shelves as per the book call number to make them easily browsed by the LRC users.

The purpose of the circulation policy is to ensure that all LRC users have accessibility to the LRC printed resources as per their needs. It provides a framework for the delivery of the circulation service.

3. SCOPE OF THE POLICY

This policy concerns all LRC users: academic staff, non-academic staff and students.

4. THE POLICY STATEMENT

The circulation policy sets out the regulations for the LRC printed materials circulation. This works in harmony with the aimed excellence of MU's vision and mission by ensuring accessibility to the LRC printed resources for all LRC users. It also fulfills the OAAA standards in terms of managing the LRC materials, loans, returns and overdues.

5. PROCEDURES

5.1

5.1.1 Issue out a book

- To browse the LRC online catalogue and select the needed book
- To note down the call number of the book and the location (Rack number)
- To take the book from its location to the circulation desk
- To hand the university ID card to the circulation desk staff
- The circulation desk staff will issue out the book at the system in the borrower record
- The due date will be stamped on the due date slip

5.1.2 Renew the borrowed book

- LRC users must submit the needed details to the LRC staff via e-mail, or in person. The required details are: the user MU ID number, the book no, title and author)
- The new due date will be stamped on the due date slip, sent via e-mail or given by phone

5.1.3 Reservation

- The LRC user can reserve a borrowed book by any of the following methods:
 - Through the LRC users' accounts
 - the LRC user can come to the LRC and ask the staff to reserve it for him/her

When the book is available, he/she will be informed by e-mail or call to come and collect it.

5.1.4 Overdue books

User's record with overdue book will be blocked and they will not be able to issue out any book until he/she do the following:

- return the book to the LRC and fill in the overdue form
- take the form to the accountant and pay the fines (section 5.4)
- bring the receipt to the LRC along with the signed and stamped overdue form

User account will be unblocked.

5.1.5 Lost books

- Same as the overdue book, but the form is different

5.2 Number of items that can be borrowed at a time

Item	Academic staff	Admin staff and technicians	Undergraduate students (Foundation & Bachelors)	Postgraduate students (Masters)
¹ Textbooks	² As per the modules he/she is teaching in a semester	Not allowed	as per the registered modules	as per the registered modules
Books	15 books	10 books	10 books	10 books
Reference materials	Can be borrowed for in-class use only.	Not allowed	Not allowed	Not allowed

1 = two of the textbooks are kept in the book category to be borrowed by:

- Academic staff and students whom the module is not part of their schedule
- Other categories of users whom are not allowed to borrow the textbooks

2 = The Academic staff and students must show the modules schedule to the LRC staff

5.3 Borrowing duration

Item	Academic staff	Admin staff and technicians	Undergraduate students	Postgraduate students
¹ Textbooks	1 semester	-	1 semester	1 semester
Books	4 weeks	2 weeks	2 weeks	3 weeks
Reference materials	2 hrs.	-	-	-

1 = e-textbooks borrowing duration will be decided based on each subscription

5.4 Overdue penalties

Fines for overdue items will be calculated starting from the second day after the due date. The fines are as follows:

Academic staff and Admin staff and technicians	200 Bz / day
Undergraduate and Postgraduate students	100 Bz/day

- Fine payment may be exempt:

*if the due date falls on a Friday or a public holiday

*if an LRC user faced exceptional circumstances which prevented him/her from returning the book (evidence must be provided)

- An LRC user's account may be blocked and disabled until the fine has been paid.

- A student can't get the transcript before paying the fine

5.5 Clearance

Students must return all borrowed books and pay all fines at the end of each academic year; Academic transcripts will not be issued otherwise.

- Students must return all borrowed books and pay all fines prior to obtaining graduation clearance.
- Student who will withdraw or postpone a semester must return all borrowed books and pay all fines.
- Staff must return the LRC books and pay fines (If any) prior getting the clearance signed when they resign

5.6 Lost or damaged books

- In case the LRC user, caused damage or lost a book
 - He/she can replace it with a new copy
 - Or pay the price of the book
- A lost or damaged book fine will be the current price of the book in addition to the shipment or delivery costs, if any.
- The LRC user's account will be blocked and disabled from issuing out any book until he /she replaces the book or pays the fines
- If the lost book is a donated book, the LRC user will pay RO 5.00

5.7 Overdue and lost books

- In case a user has got an overdue book and it got damaged or lost, he/she will only pay the price of the book in addition to the shipment or delivery fees if any. The overdue fines will not be charged.

5.8 Renewals

A book can be renewed twice, unless it has been reserved by another user

5.9 Books' reservation

- A borrowed book can be reserved, so when it is returned it can be borrowed by the user who made the reservation. He / she will be informed by e-mail or phone to collect the reserved book.

- A book will be reserved at the LRC for 48 hours from the returning date. If the user doesn't come to issue out the reserved book during 48 hour, the reservation will be canceled, and book will be returned back to the shelf

5.10 Exemptions

Any exemption case must be managed by the Head of the LRC on case-by-case- basis and the availability of the supporting evidence.

RELATED DOCUMENTS / REFERENCES (if any)

Document Title	Year of issue	Owner	Location (where to find it)
1. IFLA School Library Guidelines	2015	the IFLA School Libraries Section Standing Committee	
2. Reitz, J. M. (2014). Online Dictionary for Library and Information Science "ODLIS". Retrieved from https://www.abc-clio.com/ODLIS/odlis_A.aspx	2014	Reitz, J. M.	https://www.abc-clio.com/ODLIS/odlis_A.aspx