

YP LIBRARY BORROWING RULES



- How can I borrow books?

You can borrow books in person with your annual library membership card.

- How many books can I borrow?

You can borrow one book for 2 weeks.

- Can I borrow any kind of books?

You can borrow any book except references, periodicals and books marked NC.

- Can I renew the borrowed book and how?

You can renew the book once, by phone, e-mail, library website or in person unless the book is requested by another user.

- What will happen if I could not return the book on the due date?

The overdue fine charges are 25 piasters per day and the fine must be paid before you borrow any additional books.

If you do not return an overdue book that has been requested several times it will be considered lost. The library reserves the right to take up legal action.

- Must I return the book to the Reference Desk?

Yes, you must return the book to the Reference Desk, check it in and make sure that you receive your check-in receipt.

- Will the library send any notice?

Yes, the library will send 2 notices, the first overdue notice 3 days following the due date, the second one 5 days following the first one. The library is not responsible for undelivered notices due to wrong or changed addresses.

- What should I do if the borrowed book is damaged?

Please report it immediately to the library. Do not try any repairs yourself which may cause more damage. Repairable damages are performed by specialists. Repeated damage incidents could lead to loss of membership privileges for a period of 3 months.

- Which kind of damages am I responsible for?

Missing or torn pages, damaged pages (including highlighting, underlining or any type of writing), (water spilled on any book).

- What happens if the book is lost or damaged?

The charges on lost materials will be the price of the item plus 30% of the item price, to cover administrative charges.

The library should be notified immediately lost book is not so fine you delay the book, and will be prompted to pay for the book in addition to 30% of the price of the book administrative expense.

For more Information, please contact Young People's Library

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Extension : 1633

E-mail : youngpeople@bibalex.org

Website: www.bibalex.org