

# Borrowing Services

## Charges:

An ascending charge of 1000 L.L. per item per day is levied on each item that is not returned or renewed on time.

Charges are assessed retroactively from the first day that the item was overdue, and up to 3 weeks.

After this period charges will stop (21,000 L.L.) and the item will be considered lost.

If the item was not returned, the user will have to pay the accumulated charges plus the replacement cost of the item.

Failure to pay overdue charges and/or replacement fees will result in the blocking of library borrowing privileges and the university clearance form will not be signed until payment is settled.

## **For further help, please contact:**

Circulation Desk  
Issam Fares Library Learning Center  
University of Balamand  
Tel. +961 06-931958 /962/964  
Ext. 4114, 4066  
E-mail: [circulation@balamand.edu.lb](mailto:circulation@balamand.edu.lb)



### Who can benefit from this service?

All active UOB students, faculty and staff can borrow materials from the library.

Students are requested to show a valid university ID at the Circulation Desk.

### Borrowing Procedure:

- Search the online catalog (<http://olib.balamand.edu.lb/webview>) for the material needed;
- Record your findings (title, name, location, shelf, shelfmark, status, and category);
- Head to the library stacks (2nd floor) where the assistant will help you to locate the items you searched for;
- Once you find the items, head to the circulation desk (ground floor) to check-out the materials.

### Loan Terms:

Status	Maximum no. of Items	Loan Period
Freshman / Undergraduates	7	2 weeks
Postgraduates	15	4 weeks
Staff	7	4 weeks
Full-time faculty	30	1 academic semester
Part-time faculty	7	1 academic semester

- The above loan periods are valid only for items with loan category set to "Standard Loan".
- Items with loan category set to "Short Loan" are lent on hourly basis. The loan period of those items is a 2 hour duration or overnight, i.e. from 2:30 p.m. till 8:30 a.m.
- Items with loan category set to "Building Use" are strictly used within the library premises.
- Items with loan status set to "In Cataloging" are in process, you can request a rush processing if the item in question is highly needed.

### Opening Hours for Borrowing:

Monday till Friday, 8:00 a.m. till 5:00 p.m.

### Renewals:

On loan items may be renewed only if they are not overdue or reserved by another user.

### Reservations:

In case an item is needed and is not available (i.e. on loan to another user), a reservation may be placed at the circulation desk.