Learning Resources Center Circulation Policy

The AOU Learning Resource Center (LRC) offers circulation services to the following members upon presentation of their ID cards:

- Tutors and Faculty

- Students

- Administrative and Technical Staff

Information Resources and Loan Periods:

References: Reference materials cannot be borrowed outside the LRC.

Reference (English)	Reference (Arabic)
Encyclopedia	الموسوعات
Journals & Periodicals	المجلات والدوريات
Dictionaries	المعاجم والقواميس
Thesis & Dissertations	الرسائل الجامعية
Students' Projects	المشاريع الطلابية

Books:

User Category	No of books	Period
Diploma students ,Bachelor Students Administrative & technical staff	3 Books	2 weeks
Postgraduate students	4 Books	3 weeks
Tutors & Faculty	4 Books	One month

- Renewal: Users, regardless of category, are allowed a maximum of three renewals.

- English Dictionaries: Tutors may borrow dictionaries exclusively for academic purposes related to their lectures.

- Overdue Notices: The library will send SMS reminders to borrowers before their due date.

- Fines and Charges:

– A fine of 100 Baiza per day per overdue book will be imposed.

– Borrowers are responsible for the full replacement cost of damaged or lost books.

- Account Restrictions: The library staff reserves the right to suspend user accounts for non-compliance with the circulation policy.

Steps to Use the Self-Checkout Machine:

1. Manual Input: Press the "Manual Input" button on the bottom left of the screen, then enter your university ID number.

2. Password: Enter your password (Aou) followed by the first five digits of your civil ID number.

3. Choose a Service: Select one of the following services by clicking the appropriate option:

o Check Out Books: For borrowing books outside the library.

o Check In Books: For returning books.

o View Account: To view currently borrowed books, loan periods, or any outstanding fines.

o Library Catalog (Koha OPA): To search for books on the library shelves.

4. Place Items: If you have chosen to check out or return books, place the book(s) on the scanner located on the machine.

5. Complete Transaction: Press the "Finish" button on the bottom right of the screen, then choose "Print" to print a receipt or "No" to skip printing.