

AIU Library Terms of Use

April 1, 2004

Determined by the Chair of the Board

Detailed Regulations No. 23

Article 1 (Intent)

These regulations define the terms of use for the Akita International University Library (hereinafter referred to as the "library") in accordance with AIU Policies and Regulations, Article 4, Paragraph 2.

Article 2 (Permitted Users of the Library)

Permitted users of the library (hereinafter referred to as "users") are as follows:

- (1) AIU Faculty, Staff, and Students (hereinafter referred to as "AIU - Affiliated Persons")
- (2) Persons not defined by Article 2, Number (1) (hereinafter referred to as "Non-AIU-Affiliated persons")

Article 3 (Hours and Days of Operation)

The hours and days of operation of the library are determined separately and may change over the course of the year.

Article 4 (Access Areas)

Access is permitted only to prescribed areas of the library.

Article 5 (Access to Closed Collection)

1. Faculty, Staff and Graduate students must notify the library staff in order to enter the closed collection of the library.
2. Undergraduate students must notify the library staff in order to access the closed collection of the library. However, they cannot enter the closed collection of the library.
3. Non-AIU-Affiliated persons may access the closed collection of the library with permission from the Director (hereinafter referred to as the Director).

Article 6 (Rules of Use)

Users must follow the following rules:

- (1) Remain quite in the library.
- (2) Refrain from eating and smoking in the library.
- (3) Refrain from damaging library materials, equipment, and facilities.

(4) In addition to these rules, not do anything that may disturb other users of the library.

Article 7 (Borrowing Books)

1. Users can borrow books using a Library Card form determined by the library
2. Regardless of Article 7, Paragraph 1, AIU-Affiliated Persons may borrow books using their AIU Identification Card

Article 8 (Library Cards)

1. Non-AIU-Affiliated persons may apply for a library card or a special library card.
2. The library card expires one year from the date of issue.
3. The library card is non-transferrable.
4. In the event that a library card is lost, it must be reported to the library. Until reported, the user who lost the card is held responsible.
5. If a library card is reported lost, a replacement may be created free of charge.
6. A special library card is given to those who have special permission by the President. The terms of special card will be defined in a separate document.

Article 9 (Borrowing Periods and Items)

1. The limits on amount of borrowed items and periods for which they can be borrowed are as follows:

Types of Users	Periods	Items
Faculty & Staff	Books: 3 month CD, Language Learning Materials: 1 week	30 items
Graduate Students	Books: 1 month CD, Language Learning Materials: 1 week	20 items
Undergraduate Students	Books: 1 month CD, Language Learning Materials: 1 week	10 items
Visitors	Books: 1 month CD, Language Learning Materials: 1 week	5 items

2. Regardless of Article 9, Paragraph 1, the Director may change the period and amount limits for borrowing at his/her discretion.

Article 10 (Limits on Borrowing)

1. In general, the following types of materials may not be borrowed:
(1) In-library-use only books

- (2) In-library-use only audio-visual materials
- (3) Newspapers, magazines, and other periodicals
- (4) Microfilms

2. The Director may make exceptions to the limitations in Article 10, Paragraph 1 at his/her discretion.

Article 11 (Non-transferability and Renewal Policies)

- 1. Users may not transfer borrowed library materials to others.
- 2. Users may renew borrowed materials once, if the materials have not been requested by another user. Audiovisual materials may not be renewed.

Article 12 (Returns)

- 1. Users must return borrowed materials by the prescribed due date.
- 2. In the following situations, borrowed materials must be returned immediately.
 - (1) The user loses his/her status as a faculty or staff member or student of AIU.
 - (2) The borrowed material in question is designated as a course reserve.
 - (3) The user leaves for studying abroad or leave of absence from AIU.
 - (4) The return of the material is deemed necessary by the Director.

Article 13 (Procedure for the Demand of Return of Materials)

- 1. The Director shall demand the return of materials from users who do not voluntarily return the materials by their prescribed due date; and will set a final due date with the borrower. The demand shall be formally made through a letter, an e-mail, a phone-call or a notice on the board in the library.
- 2. When above-mentioned demand has been issued, the Director shall retain a record of the demand date and its contents for reference.

Article 14 (Suspension of Book Loan)

- 1. The Director can revoke the borrowing privileges of users who do not return materials by their prescribed due date.
- 2. The Director can also request the Executive Officer of the University to suspend all university services for students who do not return materials by their prescribed due date. Rules regarding suspending the service at university will be separately determined.

Article 15 (Reimbursement for Lost Materials)

Users who lose, destroy, or deface library materials must replace them with an identical or equivalent materials, or pay for their replacements. However, exceptions may be

made to this rule for special reasons. Rules regarding reimbursement for or replacement of lost materials will be determined in a separate regulation.

Article 16 (Photocopying)

Photocopying of library materials may be done in accordance with relevant copyright laws. Guideline for Handling of photocopying will be determined in a separate regulation.

Article 17 (Inter-Library-Loan)

1. AIU-Affiliated Persons may request to borrow materials from another university's library for educational or research purposes by applying for an inter-library loan through the Library system.
2. The requesting AIU-Affiliated person shall bear the fees for postage and other miscellaneous fees incurred by the inter-library loan.
3. The Director may approve applications for inter-library loans of AIU materials to other university libraries, if he/she determines that the absence of the material will not negatively affect education, research, or study at AIU.
4. The library or individual requesting the inter-library loan is responsible for postage and other costs incurred by the inter-library loan.
5. AIU-Affiliated Persons may request to access materials from another university's library for educational or research purposes by applying for an inter-library loan through the Director.

Article 18 (Use of Electronic Media)

Terms of use for date search systems will be determined in a separate regulation.

Supplementary Provision

These regulations come into effect on April 1, 2004

Supplementary Provision

These regulations come into effect on February 2, 2007

Supplementary Provision

These regulations come into effect on April 1, 2008

Supplementary Provision

These regulations come into effect on April 1, 2009

Supplementary Provision

These regulations come into effect on September 1, 2011.

Supplementary Provision

These regulations come into effect on April 1, 2016

Supplementary Provision

These regulations come into effect on December 1, 2017

Supplementary Provision

These regulations come into effect on April 1, 2018