

# **Handling of Overdue Materials at the AIU library**

## **Article 1 (Intent)**

These guidelines define the rules and penalties which relate to overdue materials at the AIU Library, in accordance with the AIU Library Terms of Use (hereinafter referred to as the "Terms of Use") Article 14.

## **Article 2 (Suspension of services at university)**

Further to the first clause of Article 14 of Terms of Use, users who do not return materials will have their borrowing privileges revoked (or suspended) from the next day of prescribed due date. The period of suspension shall be the same as the number of days that the materials were kept past the due date. When more than one item are concerned, the period of suspension shall be the total of each material's overdue dates. The maximum of the period of suspension is 30 days.

2. Suspension of services provided in the second clause of Article 14 of Terms of Use can be applied to all the process of registration and credit-earning and also of any formal document and certificate issuing service for the students.

## **Article 3 (Handling of International Exchange Students)**

If an international exchange student has not returned materials by the time he/she returns to his/her home country, the director will report the offense to the student's home university.

## **Supplementary Provision**

These guidelines become effective on April 1, 2009.

## **Supplementary Provision**

These guidelines come into effect on September 1, 2011.

## **Supplementary Provision**

These guidelines come into effect on January 12, 2018.