

AIU Language Development and Intercultural Studies Center Terms of Use

Article 1 (Intent)

These regulations define the terms of use for the Akita International University Language Development and Intercultural Studies Center (hereinafter referred to as “LDIC”) in accordance with AIU Policies and Regulations, Article 5, Paragraph 2.

Article 2 (Permitted Users of LDIC)

Permitted users of the LDIC (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 “Community members”)

Article 3 (Hours and Days of Operation)

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

Article 4 (Access Areas)

Access is permitted only to the prescribed areas of the LDIC.

Article 5 (Rules of Use)

Users must abide by the following rules:

- (1) Quiet academic talking is allowed in LDIC. Tone of the voice must be quiet enough to avoid disturbing others who are studying.
- (2) Refrain from eating and smoking in the LDIC.
- (3) Refrain from damaging LDIC materials, equipment, and facilities.
- (4) In addition to these rules, not do anything that may disturb other users in the LDIC.

Article 6 (Borrowing Materials)

Users can borrow materials using a Library Card or a Special Library Card which are described in Article 7 of the “AIU Library Terms of Use.”

Article 7 (Borrowing Periods and Items)

1. The limit on the amount of borrowed items and time for which they can be borrowed are as follows:

Types of Users	Periods	Items
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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 the above article, the Director of Active Learning and Assessment Center (hereinafter referred to as “the Director”) may change the period and amount of limits for borrowing at his/her discretion.

Article 8 (Limit on Borrowing)

1. In general, the following types of materials may not be borrowed from the LDIC:
 - (1) In-LDIC-use only books
 - (2) In-LDIC-use only audio-visual materials
 - (3) Newspapers, magazines, and other periodicals
 - (4) Microfilms
2. The Director may make exceptions to the limitations in the above article.

Article 9 (Non-transferability and Renewal Policies)

1. Users may not transfer borrowed items to others.
2. Users may renew borrowed materials once, if the materials have not been requested by another user.

Article 10 (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 an AIU faculty or staff member.
 - (2) The borrowed material in question is designated as a course reserve.
 - (3) The user is away from campus due to a leave of absence or study abroad.

(4) The return of the material is deemed necessary by the Director.

Article 11 (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 email, 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 12 (Suspension of Book Loan)

1. The Director can revoke the borrowing privileges of users who do not return materials by the 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.
3. Procedures to revoke the borrowing privileges of users and to suspend all university services are determined by Guideline for Handling of Overdue Materials.

Article 13 (Reimbursement for Lost Materials)

Users who lose, destroy, or deface any LDIC materials must replace them with an identical or equivalent materials, or pay for replacements. However, exceptions may be made to this rule for special reasons. Rules regarding reimbursement for replacement of lost materials will be determined by Guideline for Handling of Lost Books.

Supplementary Provision

These regulations come into effect on April 1, 2017

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