# 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)

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.

# **Supplementary Provision**

These regulations come into effect on April 1, 2023