

Guidelines for Handling of Lost Books

Article 1 (Intent)

These guidelines outline the necessary measures for dealing with lost, damaged, or defaced books (hereinafter referred to as “lost books”) from the Akita International University Library (hereinafter referred to as the “AIU library”) in accordance with the Akita International University Library Terms of Use (hereinafter referred to as “terms of use”), article 15.

Article 2 (Compensation for Western books)

Compensation for lost Western books will occur in either of the following two ways:

- (1) Replacement of the lost book with another copy of the same book or with a book of the same content as designated by the AIU Library.
- (2) Reimbursement of the list price of the lost book plus a ¥1,000 processing fee.

Article 3 (Compensation for Japanese books)

Compensation for lost Japanese books will occur in either of the following two ways:

- (1) Replacement of the lost book with another copy of the same book or with a book of the same content as designated by the AIU Library.
- (2) Reimbursement of the list price of the lost book.

Article 4 (Compensation for valuable books)

Compensation for valuable books will occur in either of the following two ways:

- (1) Replacement of the lost book with another copy of the same book or with a book of the same content as designated by the AIU Library.
- (2) Reimbursement of the price of the lost book as determined by the AIU Library.

Article 5 (Prevention of academic transcript release)

If compensation for lost books has not been completed by the prescribed deadline, the release of academic transcripts for purposes of study abroad, return to home country, or graduation may be prevented.

Supplementary Provision

These guidelines become effective on April 1, 2009.

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These guidelines become effective on January 12, 2018.