

Frequently Asked Questions

- [How many books can I borrow at one time?](#)

Patrons can borrow library books for set time periods, and these periods differ depending on whether the borrower is a student, faculty member, or staff.

Borrowing Books and Renewals

Category	Number of Books	Length of Loan Period
Faculty	12	30 days
Students	10	15 days
Staff	7	15 days
Alumni	3	30 days
Other Staff*	3	15 days

*: Non AUIB staff working on campus

Borrowed books should be returned on or before the due date. A loan can be extended if the book is not needed by another patron. Some books must be used within the library and cannot be borrowed. These include reference materials and reserve materials.

- [How can I borrow a book?](#)

Bring the book and your student ID at the Reference and Circulation Desk. You will receive a note with the details of the book borrowed and the due date.

- [How do I extend the loan or see what books I have borrowed?](#)

Access your library account at the library portal on the AUIB website. You can find out the list of books borrowed and the due dates. You can request a renewal of the loan if the item is not needed by another patron.

- [How do I return the books I have borrowed?](#)

When the Library is open, books should be returned at the Reference and circulation Desk. At other times, deposit the book at the book drop (if available) outside the library main entrance or inside the Library.

- [What can I do if the book I need is borrowed?](#)

Access your library account at the Library portal on the AUIB website to place a “recall” for the book that you need. The current borrower will be notified by email that the loan cannot be extended. You will be notified by email when the book is available.

- [What are reference materials?](#)

Reference materials are intended to provide quick answers or practical information such as addresses, telephone numbers, spelling and meaning of words, driving directions, etc. Examples of reference materials are encyclopedias, dictionaries, glossaries, and maps. Reference materials must be used within the library and cannot be borrowed.

- [What are reserve materials?](#)

Your professor may decide to place library materials on a restricted area called “reserve” to make them accessible to you and your classmates. These materials are borrowed at the Information Desk for up to two hours per day per student. Reserve materials must be used within the library and cannot be borrowed.

- [When is the library open?](#)

- Sunday to Wednesday from 8:00 am to 4:00 pm
- Thursday from 9:00 am to 3:00 pm
- Friday and Saturday close

Exceptions to hours of operation are posted on the library portal and Library Social Media pages.

- [How do I suggest a book to purchase or a database to subscribe to?](#)

The selection of new books is guided by the teaching and research needs of the academic departments; library patrons are invited to make suggestions that will be thoroughly considered. Fill out and submit the electronic form available at the Library portal on the AUIB website.

- [How can I request books from other libraries?](#)

Whenever a print or electronic material is not available from the Library it can be requested from other institution through services known as interlibrary loan (ILL) and Document Delivery (DDS). The online ILL and DDS forms are available at the Library portal on the AUIB website; please provide as much information as possible to help to locate the material quickly.

- [How do I use eBooks?](#)

E-books can be located through Search all facility on the Library main page. Some e-books can be downloaded, and others should be read online. Some e-books allow printing of a limited number of pages. Consult a librarian if you need assistance to find and use an e-book.

- [Is it possible to access Library databases from off campus?](#)

Registered students can access library databases from anywhere using your AUIB email username and password. These credentials should not be shared with anyone.

