

**PERSONAL DATA:**

Name: \_\_\_\_\_ Employee / Student ID: \_\_\_\_\_

Dep. / Major : \_\_\_\_\_ Mobile No. \_\_\_\_\_

Email: \_\_\_\_\_

**TEXTBOOK DETAILS:**

Sr. No.	Title	ISBN	Author(s)	Publisher
1.				
2.				
3.				

**Acknowledgement:**

\* I acknowledge that I will return the borrowed book to the library in an undamaged condition and if I fail to do so, the recent cost of the latest edition of the lost or damaged book will be charged to my account.

\* I acknowledge that I must comply with copyright laws.

\* I acknowledge that I will return the book on the date specified on the form. (Loan Period is mentioned behind the form)

Date order placed: \_\_\_\_\_ Date of Return: \_\_\_\_\_

\_\_\_\_\_  
Employee / Student Signature

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**\*We appreciate your feedback after reading the book:**

Rating : Excellent  Very good  Good  Weak

**LIBRARY USE ONLY:**

Date order placed: \_\_\_\_\_ Date received: \_\_\_\_\_

Librarian: Alya Al - Aradi  
Name Signature

## Circulation Rules & Regulations

### **Borrowing of Books:**

AOU students, faculty and staff possessing a valid ID are entitled to borrow library material upon presentation of the card.

Borrowers' classification and loan Period for the maximum number of books:

Type of user	Books
Faculty	7 for Two Months
MBA Students	3 for 3 weeks
Bachelor Students	3 for 2 weeks
Administrative staff	3 for 2 weeks
Special needs students	Have one week extended loan periods

### **Renewals:**

Any material may be renewed unless a hold has been placed on an item by another library patron, or the library has a need to recall the item.

Book loans can be renewed for another period at the Library Help Desk, or by sending a request to [LRC@aou.org.bh](mailto:LRC@aou.org.bh).

### **Overdue Notice:**

The AOU Library notifies patrons via e-mail when items are overdue. Please be sure to activate your e-mail address so you can receive these notices. However, it is your responsibility to return all the books on time.

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