

External Users Guidelines

Library Behavior Policy

AUC's Libraries are primary locations for study and research on the AUC campuses. As such, it is important that the libraries establish and maintain an atmosphere that allows all users to access the resources and to study, read, and concentrate without undue difficulty, noise or distraction. To do so, rules of appropriate library conduct must be observed by all.

- All library users must possess a current valid AUC ID.
- Loud conversation that can be easily and clearly overheard by others in nearby work areas is prohibited.
- To protect our books and other materials and equipment, smoking in the libraries is prohibited.
- To maintain a smooth and safe flow of traffic, stairs and walking areas must be kept clear.
- Rearrangement of seating, if it blocks traffic flow, is not permitted.
- Sitting on carrels and desktops is prohibited.
- If mobiles are brought into the libraries, the ringers or sound must be turned off.

ID Policy

- Everyone must show their ID each time they enter the campus and the library.
- Library ID cards are for personal use only.
- IDs are issued during the registration process.

Lost or stolen IDs can be replaced in the Main Library ID and Visitors' Unit administration building, ground floor, room G020), which is open Sunday through Thursday from 9 to 4 for a fee of LE 50. In order to obtain a replacement ID, you will need a copy of your AUC fee payment receipt.

Copyright:

a. Printed Material:

The library's mediated copying policy allows staff to make one copy, per patron, of the following:

- A chapter from a book
- An article from an issue of a periodical or newspaper

***Photocopy cost: 50 pt. per page**

b. Databases:

AUC faculty, staff, and students, as well as *library visitors*, are required to know and abide by the following copyright guidelines when using any database or electronic resource offered by the library.

- You may not download more than one article of a journal issue.
- You may not download, copy, or store more than one electronic copy of any article.
- You may not distribute any copy by email.
- All content is intended for noncommercial use.

Standard use restrictions also apply as follows:

It is the responsibility of each user to insure that he or she uses these products only for individual, noncommercial use without systematically downloading, distributing or retaining substantial portions of information.

Use of the databases is monitored. Anyone who is not in compliance with these guidelines will receive a warning, which is added to their permanent record. A second offense will result in the suspension of library privileges. For visitors, this suspension will be permanent. For AUC users, the suspension will be for one year.

If you have any questions about these guidelines or the library's electronic resources, visit the Help Desk on the main floor.

*** Printing cost: 50 pt. per page**

Document Delivery Services

To create an account to use ILLiad, our electronic document delivery service, send an email to docdel@aucegypt.edu.

Please include the following required information:

1. Your full name
2. Your status (visitor)
3. Full citation of the required material

The cost is LE 100 per article to be paid at the print station on the plaza level of the Main Library.

After payment, visitors should bring the receipt of payment to learning commons Help Desk on the plaza level in order to deliver the article to their ILLiad account.