



ACCESS and BORROWING POLICIES

The following access and borrowing privileges at ADA University Library are accorded to anyone who presents a valid personal ADA University campus identification card with photograph.

ADA University Students

Policy: ADA University students may borrow up to 5 books at one time.

Loan Periods: General Collection—3 weeks; Reserve Collection—2 hours

ADA University Faculty

Policy: ADA University faculty and Instructors may borrow an unlimited number of books.

Loan Period: Faculty ~ Semester loans—all books will be due back by the end of the current semester.

ADA University Staff, Researchers and Fellows

Policy: ADA University Staff, Researchers and Fellows may borrow up to 5 books at one time.

Loan Period: 3 weeks

NOTE:

Out of campus usage of ADA Library is **only** granted to ADA students, faculty and staff members.

Recall Policy: All books are subject to recall after one week if requested by another borrower

Renewal of books: You may renew your books twice, if another borrower has not requested them. Books may be renewed in person, via the My Library section of the Library website or via e-mail.

Electronic Resources: Library privileges for ADA University card holders include:

[On and Off-campus access to reference databases](#)
[On and Off-campus access to full-text e-books via EBL.](#)

[On and Off-campus access to full-text e-books via EBL.](#)

Ministry of Foreign Affairs Employees

Policy: This class of users is allowed access to the Library with an official MFA ID card.

Library borrowing privileges include: Access to ADA University databases on and off campus. Access to full text electronic books upon registration and approval.

ADA University Alumni, Visiting Research Scholars and Executive Education students

Policy: This class of users is allowed access to the Library with a Library visitor card issued by the Library. A registration form must be submitted and approval given for access with a Library visitor card.

This class of users does NOT have borrowing privileges but may use the Library resources on site upon being granted access via the ADA University Security procedures at the entrance of the ADA University, and after registering at the Library Circulation Desk. They may use Library materials in the Library ONLY.



ADA University Foundation Donors and Partners

ADA Foundation donors and partners are entitled to receive an Exclusive ADA Library Card. If the card is issued for a company/institution, any of its employees can benefit from it. Only one person can use the Library Card at a time of being at ADA Library. When accessing ADA campus, Library Card should be presented together with the relevant ID card and the document indicating the workplace of the cardholder to the Welcome Center of the ADA.

Library services for donors possessing the card include the following:

- Access to ADA Library and its facilities
- On campus access to all books
- On campus access to electronic reference databases
- On campus access to full-text e-books
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[Access to ADA University databases on campus.](#)

Other Visitors

Upon consultation with the Dean of Libraries and Information Services, access to the Library and/or Day Passes may be granted.

Lost Or Damaged Materials

A user with lost or damaged materials may bring a copy of the item to the circulation desk for replacement consideration by the Library.