

## **NORTHWESTERN UNIVERSITY IN QATAR COMMUNITY BORROWER INFORMATION SHEET**

1. Membership cost is 150 QAR per semester or part thereof.
2. Members must be 18 years of age or older.
3. You may borrow up to 5 books for a loan period of 2 weeks.
4. Loans may be renewed once online, by phone or in person if no one else has reserved the item or the item is not overdue.
5. If you do not return books by the due date, your privileges will be blocked. If you continually return overdue items, you will permanently lose your borrowing privileges and be banned from using the library.
6. You may not borrow reference books, magazines and other materials that are for use in the library only.
7. Videorecordings are not available for loan or use in the library.  
Walk-in access to our library databases for non-profit/educational use is available. Note that database articles must be printed prior to logging off, as they cannot be emailed or saved to the desktop for future use.
8. Your NU-Q borrowing card + photo ID must be presented whenever you wish to borrow items from the library.
9. Inter-library loans are not available to community borrowers.
10. The NU-Q Library has the right to modify or terminate this agreement at any time.

### **Your responsibilities:**

1. I will regularly check my email for NU-Q Library notices.
2. I will return my items on or before the due date.
3. I realize that books I borrow may be recalled by the Library earlier than my normal 2 week loan period and that I will be expected to return the item/s by the modified due by date.
4. I assume full responsibility for my NU-Q library card.
5. I will pay all fines for overdue materials charged on my card.
6. I will pay all fees assessed for damaged or lost items on my card.
7. I will report to the library any change of name, address, telephone number, or email address.
8. I will notify the library immediately if my card is lost or stolen.
9. I am not a faculty/staff/student from another Education City institution with a library and I am not from another higher educational institution in Qatar.

### **How to renew items online:**

Log in to our library catalog renewals page:

<http://nucatl.library.northwestern.edu/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=pbLogon>

Your login is: family name

Password: barcode number on your membership card.

Alternatively, phone us on 4454 5090.

Opening hours are posted on our website: <http://www.qatar.northwestern.edu/library/>