

Policy Title	Libraries and Learning Technologies (LLT) Access Policy
Responsible University Office	Libraries and Learning Technologies (LLT)
Policy Owner	LLT Dean and LLT Associate Deans
Pertinent Dates	Revised: December 2021 Approved: January 10th, 2022 Effective:

I. SCOPE OF POLICY

This policy defines access to AUC Library resources, services, and facilities including the New Cairo Campus Library, the Tahrir Service Point, and any of the facilities and digital footprint of the Libraries and Learning Technologies (LLT) and its units such as the Rare Books and Special Collections (RBSCL). This policy applies to all current AUC students, faculty, staff, external users, alumni, researchers in Egypt, overseas researchers, and visitors.

II. DEFINITIONS

Alumni	AUC Alumni are defined by AUC alumni policies found at Alumni Services The American University in Cairo .
External Users	Users who are not current AUC students, faculty, staff and alumni.
Researchers in Egypt	Faculty members and graduate students of Egyptian national universities and institutions working on their research. For general collection use purposes.
Overseas researchers	Visiting faculty members from overseas institutions, registered graduate students from overseas international educational institutions, and faculty members and graduate students of consortium member institutions such as: OCLC SHARES Partners and AMICAL. For general collection use purposes.
Tahrir Service Point	Library facility located on the third floor of the Falaki Academic Center on the Tahrir campus. Provides academic support primarily for students from the School of Continuing Education, the School of Science and Engineering, the Management Center and the Graduate School of Education. A small reading room is equipped with PCs and wireless Internet connectivity. Service Point staff also provide reference service upon request.

Services (One Stop Services) Resources provided by the library are available to meet information needs of users and they are all located on the plaza level. These include print collections circulation services, virtual and in person research support services, document delivery, adaptive technology support, circulation of devices and equipment, etc.

III. POLICY STATEMENT

AUC's Libraries strive to provide access to Library resources, services, and facilities to support teaching, learning and research at the American University in Cairo, as well as to promote public engagement and global scholarship based on its holdings. This access policy seeks to balance those goals with a commitment to achieving optimal use of university resources, preserving AUC Library collections for future generations, and ensuring the security and legal protection of the Library and the university.

Certain University access policies and procedures take precedence over the Library's access policy (for more details, consult the University policies [page](#)). Access to campus is governed by the regulations implemented by AUC Security which can change from time to time. Certain archival and other primary source items may be restricted due to condition, privacy or confidentiality considerations, in accordance with the gift agreement with collection donors, or for university records the date of the material.

IV. RESPONSIBILITIES

Approved by: Libraries and Learning Technologies Dean and School Council
Managed by: Libraries and Learning Technologies Faculty and Staff
Policy applies to: All Library Users and Visitors

V. POLICY STANDARDS AND PROCEDURES

A. Current AUC Students, Faculty and Staff

All current AUC students, faculty, and staff with an activated AUC ID card are welcome to use the resources and facilities of the AUC libraries.

Certain procedures, such as [seat reservations](#), may be required according to exceptional circumstances. Please consult the library's [website](#) for details and updates.

For use of special collections material, users should coordinate their visit with the relevant curator or staff member, preferably through the manager of RBSCL Research Services ([rbscl-](#)

ref@aucegypt.edu). Arrangements for a specialized consultation, orientation, demonstration, or class visit should be made one working day in advance.

B. Alumni

All AUC alumni are eligible to apply for membership to use the resources and facilities of the AUC Libraries. For more details, refer to the alumni membership [page](#). **Access to campus is governed by the regulations implemented by AUC Security which can change from time to time.**

Benefits of New Cairo Campus Library Membership for Alumni:

- Borrowing privileges following the [Library Circulation Policy](#)
- On-site access to the Library [facilities and collections](#) through [seating reservation](#) using AUC email account
- Reference support through [subject librarians](#)
- Research assistance through [24/7 Chat](#)
- Usage of [document delivery](#)
- Usage of [printing](#) services

IMPORTANT NOTE: Off-campus access to AUC Library electronic databases is not available for alumni due to licensing restrictions. Onsite use of licensed electronic resources is possible.

The RBSCL is open to walk-in alumni visitors, but for use of special collections material users should coordinate their visit at least one working day in advance, with the relevant curator or staff member, preferably through the manager of RBSCL Research [Services](#) (rbscl-ref@aucegypt.edu). Alumni users of the RBSCL do not have access to New Cairo Campus library general collections resources (print volumes, eBooks, online full-text scholarly journals) without obtaining a membership.

C. External Users

Researchers in Egypt and overseas researchers are welcome to make use of the New Cairo Campus Library general collections through applying for library membership. Access to campus is governed by the regulations implemented by AUC Security which can change from time to time.

1. Researchers in Egypt:

- Library memberships can be provided only to members of governmental and Public universities, as defined by the [Supreme Council of Universities in Egypt](#).
- Applicants eligible for membership must be registered students for a master's or doctorate, who have completed their coursework, or faculty members with doctorates, currently employed at any of the institutions listed in the above link.
- The Saturday membership gives on-site access privileges, but it does not include borrowing or remote access to electronic resources.

- For more details about the required documents, membership duration and process, please click [here](#).

2. Overseas researchers:

- Applicants eligible for membership are visiting faculty members from overseas institutions, registered graduate students from overseas educational institutions, faculty members and graduate students of consortium member institutions such as [OCLC SHARES](#) partners and [AMICAL](#).
- For more details about the required documents, membership duration and process, please click [here](#).

Benefits of New Cairo Campus Library Membership for Researchers in Egypt and Overseas Researchers:

- Reference support through [subject librarians](#)
- Research assistance through [24/7 Chat](#)
- Usage of [document delivery](#) and [printing](#) services on fee-basis
- **IMPORTANT NOTE: Off-campus access to AUC Library electronic databases is not available due to licensing restrictions. Onsite use of licensed electronic resources is possible.**

The RBSCL is open to external users, who must coordinate their visit at least one working day in advance with the relevant curator or staff member responsible for the special collections they wish to consult, preferably through the manager of RBSCL Research Services (rbscl-ref@aucegypt.edu). Remote research assistance, via email and other channels, is also available.

External users must bring an appropriate identification card, passport or Egyptian national identification card in order to gain access to the RBSCL. Library staff will need to clear the external visitor's arrival with campus and library security.

RBSCL external users are permitted to use only RBSCL collections and are not permitted to visit other sections of the New Cairo Campus Library or use its general collections (print volumes, eBooks, online full-text scholarly journals) unless they have a Library membership. For the library membership, see above section or click [here](#).

During periods when the university restricts external visitors from entering campus, external users can be served through remote assistance as per the library's [copyright policy](#). Notice of any such requirement will be made on the Library website and other online platforms.

Access to campus is governed by the regulations implemented by AUC Security which can change from time to time.

Faculty and Staff Guest Courtesy Visits

Faculty and staff members are allowed to invite their on-campus guests for a one-day visit to the AUC Libraries. Upon entering the library, each guest must register with library staff at the Services Desk.

For scheduled visits, an advance notice should be sent to the library via email at externalsrv@aucegypt.edu or to rbscl-ref@aucegypt.edu for RBSCL visits.

The library is not responsible for providing campus access to faculty and staff guests' visits.

D. Tours and Exhibition Visits for Groups and Individuals

Tours

For scheduled tours, an advance notice, including the date and purpose of the visit, should be sent to the library via email at externalsrv@aucegypt.edu and rbscl-ref@aucegypt.edu for RBSCL visits.

Tours should be arranged with library staff at least one day in advance.

For unexpected tours, the guest and the responsible host/department should report to the security guard at the library's main entrance, who will call a library staff member or the RBSCL Research manager, to obtain approval for entry and to arrange the tour.

Some high schools (grades 11 and 12) are eligible for pre-arranged library orientations. School visits, which include a library tour and an orientation, should be officially requested from the AUC [Enrollment Office](#) and to copy the New Cairo Campus Library's [External Users email](#).

New Cairo Campus Libraries Events and Exhibitions

Library events and exhibitions are open to members of the AUC community. In case of specific events, a limited number of visitors and guests will be allowed to access the library. External guests and visitors may be allowed to access the library by invitation only, in coordination with the AUC Security Office and in conformity with the campus guidelines.

For entry to the campus and the New Cairo Campus Library building, members of the public must first receive permission to access campus at least one working day in advance; the manager of [RBSCL Research Services](#) (rbscl-ref@aucegypt.edu) can facilitate arrangements.

Media Access, Photography and Videography

Approval from the Office of the Dean of Libraries and Learning Technologies is required for coverage of [Library events](#), interviewing Library staff, or photographing or filming the library or its holdings. This applies to:

- AUC student journalists (such as *Caravan* or Adham Center AUC TV reporters)
- AUC students doing class projects and assignments

- AUC offices
- External journalists, photographers, or film crews

All of the above must apply to the LLT Dean's Office for approval, by sending an email to LLT@aucegypt.edu or Dean.LLT@aucegypt.edu. Refer to the [LLT Photography and Filming Policy](#) for details.

External journalists, photographers, or film crews must secure approval from AUC's Office of Marketing Communication and Public Affairs staff (contacts are on the AUC website).

VI. FORMS/INSTRUCTIONS (if applicable)

Library memberships page: <https://library.aucegypt.edu/access-and-membership>

Library forms (Researchers in Egypt and Overseas Researchers Application Forms):
<https://library.aucegypt.edu/about/library-forms>

VII. APPENDICES (if applicable)

VIII. CONTACT INFORMATION

New Cairo Campus Library: externalsrv@aucegypt.edu and overseas@aucegypt.edu
Rare Books and Special Collections Library Research Services: rbscl-ref@aucegypt.edu