











ALHAMBRA MEDICAL UNIVERSITY LIBRARY POLICY

1. **ALHAMBRA MEDICAL UNIVERSITY issues an ID card (AMUSIC) to all students. This ID card serves as each student's library card and must be kept current. All borrowers who want to check out books or other items from the library should show their ID.**

2. **Check out**
 -  **4 books per time**
 -  **2 magazines per time, in-library read ONLY**
 -  **1 media product per time**

3. **Circulation time**
 -  **Books: Student-2 weeks; Faculty-2 months**
 -  **Magazines: need to be returned when leaving the library**
 -  **Media product(s): 1 week**

4. **Renewal**
 -  **Books : 3 times**
 -  **Media product(s): no renewal**

(The renewal option may be denied in the event that another borrower has submitted a request for the book and/or materials.)

5. **Overdue Fine: 20 cent per item per day.**

(If any checkouts are overdue, a notice will be sent to the borrower. If there is no response, the notice will be sent to the administration office.)

6. **Lost/Damage : Full price + Handling Fee**
 - **Hardback book \$35**
 - **Paperback book \$10**
 - **Media products \$10**