

UNIVERSIDAD DE LAS AMÉRICAS, A.C.
LIBRARY REGULATIONS

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CHAPTER ONE

GENERAL PROVISIONS

Article 1. In accordance with the mission of **Universidad de las Américas, A.C.**, the Library's purpose is to provide the University community with access to the information resources, learning materials, and services necessary to support the University's academic programs. The Library is committed to delivering high-quality, reliable, timely, and user-centered services that foster teaching, learning, research, and academic success.

The University community includes students, faculty members, administrators, and staff.

To fulfill this purpose, these Library Regulations establish the conditions governing the use of the Library's facilities, collections, and services, as well as the rights and responsibilities of Library users and the sanctions applicable in cases of noncompliance.

CHAPTER TWO

LIBRARY HOURS OF OPERATION

Article 2. The Library provides services during the following hours:

Day	Hours
Monday, Tuesday, Wednesday, and Friday	8:00 a.m. – 2:00 p.m.
Thursday	8:00 a.m. – 8:00 p.m.

CHAPTER THREE

USER ELIGIBILITY REQUIREMENTS

Article 3. Members of the University community are eligible to use the Library's facilities, collections, electronic resources, and services, provided they are registered in the University's institutional database.

Access to the Library is granted through the entrance turnstile using the user's institutional credentials and biometric authentication.

Alumni are welcome to use the Library for on-site consultation of the collections only.

Note: External users must leave valid government-issued photo identification at the University's security desk upon entering the campus. In exchange, they will receive a visitor badge that authorizes access to the Library. External users may consult Library materials on-site only.

Service hours for external users are **Monday through Friday, from 8:00 a.m. to 2:00 p.m.**

CHAPTER FOUR

ONLINE PUBLIC ACCESS CATALOG (OPAC)

Article 4. Access to the Library collections is provided through the Online Public Access Catalog (OPAC), which allows users to search for materials by author, title, subject, keyword, or other bibliographic information.

CHAPTER FIVE

IN-LIBRARY USE OF MATERIALS

Article 5. Users have open access to the Library collections and may freely select the materials they wish to consult.

Library materials may be used in any of the designated reading and study areas within the Library.

After using the materials, users must place them on the designated book carts. Under no circumstances should materials be returned directly to the shelves, as this ensures that Library staff can maintain the correct organization of the collections.

CHAPTER SIX

HOME LOAN SERVICES

Article 6. Home loan services are available exclusively to members of the University community.

To borrow Library materials, users must present a valid University identification card. Users are also required to verify and update their personal information at the beginning of each academic semester or term to maintain borrowing privileges.

Alumni may use the collections for on-site consultation only.

Note: External users may obtain Library materials only through the Interlibrary Loan Service.

Article 7. Home loan service allows eligible users to borrow Library materials for use outside the Library for a loan period of **seven (7) days**. All loans must be processed at the Library Circulation Desk.

Article 8. Each user may borrow up to **six (6) books** simultaneously.

The following materials are **not available for home loan**:

- Reference materials
- Special collections
- Government publications
- Maps
- Periodicals and journals
- Theses and dissertations
- Archival materials
- Any other materials designated by the Library for in-house use only

Article 9. Borrowers are responsible for returning all Library materials on time and in good condition.

Users are expected to inspect borrowed materials at the time of checkout and immediately report any existing damage to Library staff. Failure to do so may result in the user being held responsible for damages identified upon return.

Article 10. To renew borrowed materials, users must present the items to the Library staff before the loan due date.

Materials may be renewed as many times as necessary during the academic term, provided that no other user has requested the same item.

CHAPTER SEVEN

ACCESS TO ELECTRONIC BOOKS (E-BOOKS)

Article 11. The Library's electronic book (e-book) collection is available through the Library's website and electronic resources platform. Users on campus may access the collection directly through the University's network.

Article 12. Off-campus access to electronic books is available exclusively to members of the University community.

To access these resources remotely, users must authenticate using their institutional credentials or any other authentication method established by the University.

Users are responsible for complying with the license agreements governing the use of electronic resources and may use them solely for educational, teaching, learning, and research purposes.

Alumni may access electronic resources only from computers located within the Library, subject to the licensing agreements with content providers.

CHAPTER EIGHT

LOAN OF PSYCHOLOGICAL TESTS

Article 13. The Psychological Test Collection may be consulted within the Library or borrowed for home use only by students and faculty members enrolled in or teaching the Psychology, Human Communication, and Education programs at Universidad de las Américas, A.C.

Article 14. Home loan of psychological tests is processed through the Library Circulation Desk.

Article 15. Eligible users may borrow a maximum of **two (2) psychological tests** for a period of **seven (7) days**. When demand is high, the Library reserves the right to shorten the loan period to ensure equitable access for all users.

Article 16. Borrowers must inspect all materials before leaving the Library and immediately report any missing or damaged components.

Users shall not write on, mark, highlight, or otherwise alter test booklets, answer sheets, manuals, protocols, or any other part of the testing materials.

Borrowers are responsible for replacing any missing components or reimbursing the full replacement cost of the test if returned incomplete or damaged.

Article 17. Loan renewals require presentation of the borrowed materials before the due date.

Materials may be renewed as long as they have not been requested by another user.

CHAPTER NINE

INTERLIBRARY LOAN SERVICES

Article 18. Through the Interlibrary Loan Service, users may obtain access to materials owned by libraries with which Universidad de las Américas, A.C. maintains formal cooperation agreements.

Requests must be submitted through the Library Circulation Desk.

A user may request up to **four (4) interlibrary loans** at one time.

To use this service, users shall:

- a. Complete the Interlibrary Loan request form with the required bibliographic information.
- b. Collect the requested material from the lending library when applicable.
- c. Submit the required documentation to the Library.
- d. Return borrowed materials to the lending library by the established due date.
- e. Provide proof that the transaction has been completed.
- f. Return any unused interlibrary loan request forms.
- g. Comply with all procedures established by both the lending library and the University Library.

Failure to comply with these procedures may result in suspension of interlibrary loan privileges or other applicable sanctions.

Note: External users may borrow up to **three (3) books** for **one week**, with one renewal permitted provided that the materials have not been requested by another user. Loan conditions shall be governed by the current regulations established by the participating interlibrary loan network.

Article 19. When the maximum number of loans permitted under an interlibrary agreement has been reached, additional requests will be processed once previously borrowed materials have been returned.

CHAPTER TEN

GROUP STUDY ROOM RESERVATIONS

Article 20. Group study rooms are intended exclusively for collaborative academic work by members of the University community.

To use a study room, users must comply with the following requirements:

- a. Reserve the room through the Library Circulation Desk at least **two (2) hours** in advance.
- b. Reservations are limited to **two (2) hours**, although additional time may be granted if no subsequent reservations exist.
- c. A **15-minute grace period** will be allowed after the reservation start time. If the room is not occupied within this period, the reservation will be canceled and reassigned.
- d. The maximum occupancy of each study room is **six (6) users**.
- e. Study rooms are intended solely for academic activities. Any inappropriate use may result in the suspension of room reservation privileges or other disciplinary measures.

CHAPTER ELEVEN

COURSE RESERVE SERVICES

Article 21. Reserve materials are items designated by faculty members as required or high-demand course readings.

These materials are housed in the Library's Reserve Collection and are available for short-term use to ensure equitable access for students enrolled in the corresponding courses.

Faculty members are responsible for notifying the Library when reserve materials may be removed from the Reserve Collection at the conclusion of each academic term.

Article 22. To borrow a reserve item, users must request it at the Library Circulation Desk and complete the corresponding checkout procedure.

Reserve materials must be returned within **three (3) hours**. Failure to return materials on time may result in applicable fines or other sanctions.

CHAPTER TWELVE

PRINTING, SCANNING, AND PHOTOCOPY SERVICES

Article 23. The purpose of the Photocopying and Scanning Service is to support the academic, teaching, and research activities of the University community by facilitating the partial reproduction of library materials in accordance with applicable copyright laws and the University's policies and regulations.

Article 24 The service is available to students, faculty members, researchers, administrative staff, and other users authorized by the Library.

Article 25. The following materials may be partially reproduced:

- Books from the general collection.
- Reference materials authorized by the Library.
- Scholarly journals.
- Scientific and academic articles.
- Course-related instructional materials.

Article 26. The scanning service is provided exclusively for academic, teaching, learning, and research purposes.

Scanned documents may be delivered through one of the following methods:

- The user's institutional email account.
- A USB flash drive provided by the user.
- Any other delivery method authorized by the Library.

The Library will not retain digital copies of scanned documents once the service has been completed.

Article 27. Users agree to:

- Use reproduced materials solely for academic, educational, teaching, or research purposes.
- Comply with applicable copyright laws and all relevant University regulations.
- Refrain from using reproduced materials for commercial purposes or unauthorized distribution.
- Handle Library materials with care throughout the reproduction process.

Article 28. The following actions are prohibited:

- Photocopying or scanning entire copyrighted books or other works when doing so violates applicable copyright law.

- Damaging, disbinding, forcing open, or otherwise altering Library materials to facilitate reproduction.
- Reproducing materials whose physical condition may be compromised during the reproduction process.
- Reproducing materials from special collections, archival collections, or restricted materials without prior authorization from the Library Director or the Library's designated authority.

Failure to comply with these regulations may result in the temporary or permanent suspension of photocopying and scanning privileges, without prejudice to any additional sanctions established in the Library Regulations and other applicable University policies.

CHAPTER THIRTEEN

ONLINE DATABASES AND ELECTRONIC INFORMATION RESOURCES

Article 29. The Library provides access to full-text electronic books, scholarly journals, and multidisciplinary databases through its licensed electronic resources.

These resources may be accessed from designated Library workstations or remotely by authorized users through the Library's authentication system.

Article 30. Access to electronic databases is available through the following services:

- a. Research assistance provided by a librarian.
- b. Independent remote access using institutional credentials.
- c. Literature searches requested in person, by telephone, or by email.

Note: Users may save, print, or email search results in accordance with the licensing agreements governing each electronic resource.

CHAPTER FOURTEEN

PREPARATION OF COURSE PACKS AND DIGITAL ANTHOLOGIES

Article 31. At the request of faculty members, the Library compiles and organizes course-related readings and instructional materials to support specific academic courses.

Printed course packs are available in the Reserve Collection and may be consulted within the Library. Reproduction of these materials shall comply with applicable copyright legislation and University policies.

Digital course packs and other authorized instructional materials are available through the Library's electronic resources or the University's learning management system, subject to copyright restrictions and licensing agreements.

CHAPTER FIFTEEN

LIBRARY USER EDUCATION PROGRAM

Article 32. The Library User Education Program is designed to provide newly admitted students with the knowledge, skills, and competencies necessary to effectively locate, evaluate, and use the Library's collections, services, facilities, and electronic information resources.

The program is offered at the beginning of each academic term as part of the University's information literacy and academic support initiatives. Instruction may be delivered through workshops, classroom sessions, online tutorials, or individualized consultations coordinated by the Library.

CHAPTER SIXTEEN

USER RESPONSIBILITIES, VIOLATIONS, AND SANCTIONS

Article 33. Users are responsible for returning all borrowed Library materials by the established due date.

Late returns are subject to overdue fines established by the Library according to the type of material borrowed:

Material	Overdue Fine
Books	MXN \$10.00 per item, per day
Psychological tests	MXN \$20.00 per test, per day
Reserve or in-library use materials	MXN \$20.00 per item, per day

For the calculation of overdue fines, weekends and official University holidays are included.

Repeated late returns during the same academic term may result in the temporary suspension of borrowing privileges.

Students with outstanding Library obligations may be unable to complete registration, graduation, degree conferral, or other academic administrative procedures until all Library debts have been settled.

Article 34. Users with unpaid fines or outstanding Library obligations shall not be permitted to borrow additional materials until all charges have been paid.

Failure to resolve outstanding obligations may result in notification of the corresponding Academic Program, the Finance Office, and the Office of Student Services for appropriate administrative action.

Article 35. Users are responsible for the care of all borrowed Library materials.

Any material that is lost, stolen, damaged, defaced, highlighted, written on, or otherwise rendered unusable must be replaced with the same edition whenever possible or with another edition approved by the Library. If replacement is not feasible, the user shall pay the current replacement cost established by the Library.

Article 36. Users may have their Library privileges suspended for up to **one (1) month** for any of the following violations:

- a. Allowing another person to use their University identification or Library credentials.
- b. Repeatedly returning borrowed materials after the due date during the same academic term.
- c. Smoking, vaping, consuming food, or engaging in activities prohibited by Library policies.
- d. Speaking loudly, creating disturbances, or interfering with the study environment.
- e. Removing materials designated for in-library or reserve use without authorization.
- f. Misusing group study rooms or other Library facilities.
- g. Failing to comply with Interlibrary Loan procedures or returning interlibrary loan materials late.
- h. Misusing the Library's electronic resources, computer systems, or Internet services, including violations of license agreements or acceptable use policies.

Repeated violations of these regulations may result in the permanent suspension of Library privileges and any additional disciplinary measures established by the University.

TRANSITIONAL PROVISIONS

First. These Regulations will take effect in February 2025, replacing any previous Library regulations that conflict with the provisions contained herein.

Second. Any matters not expressly provided for in these Regulations shall be reviewed and resolved by the **University Council**, whose decisions shall be final.