

Circulation Policy

"A library book is a commons."

We present our library's book circulation and lending policy. This document establishes clear guidelines to ensure equitable access to our extensive collection of literary resources. You will find detailed rules and regulations on the duration of loans, renewal of materials, conditions for replacement, and charges for unresolved loss. Our goal is that every user in our community can benefit from these materials.

Loan and repayment terms:

Books will be loaned for a period of 15 calendar days from the date of loan. Books from the professional collection are loaned to teachers for 30 days.

A regular user (student, employee and parent) can borrow 3 books at a time. Teachers and senior students 6 books.

It is mandatory to return the book in the same condition in which it was borrowed, without marks, underlining or significant damage.

The return must be made on the agreed date. **The library staff will send a notification after 15 days of the loan.**

Patrons may place reserves for books currently on loan. Once available, the user will be notified and the book will be held for a period of 3 working days.

The loan will be allowed to be renewed for an additional 15 days, as long as there are no reservations from other users for the same book.

User's Responsibility:

It is the user's responsibility to keep the book in good condition during the loan period.

The user must inform the library immediately in case of loss or significant damage to the book.

If the book is not returned or renewed 30 days after the loan, the bibliographic material is considered lost, and the user will be notified in order to begin the process of replacement or compensation.

Conditions for replenishment:

In case of loss or delivery of the book in a high level of deterioration, the user must replace the same title and the same edition of the deteriorated or lost book.



Replacement of the lost book must be made within 30 days from the date of notification of the loss.

If the same title and edition is not available, the library staff can recommend a book similar in subject and level.

Patrons who are overdue or have not settled a replacement case will not be allowed to borrow any more books from the library until they are in good standing.

Unsettled Loss Charges:

If the user does not replace the damaged or lost book, a compensation charge will be applied according to the following criteria:

1. Book with paperback or soft cover: \$60,000 pesos.
2. Book with hard cover: \$100,000 pesos.
3. Special edition book (commemorative editions, limited edition, large format, etc.): \$150,000 pesos.

In order to obtain a library clearance it is necessary to replace the book or pay the fee as compensation.

Acceptance of Conditions:

The library reserves the right to implement special conditions for reference books, specialized material or unique copies.

By making use of the book lending service, the user accepts all the conditions established in this policy.

This policy is intended to ensure responsible and sustainable use of library resources. Any violation of these conditions may result in restrictions for future loans.

