



LIBRARY SERVICES FOR USEK ALUMNI

Access

As an USEK Graduate, you can use selected Library resources, such as the catalog, online article indexes, and electronic texts. Alumni are also entitled to consult and borrow books, journals and other materials, attend training sessions, and obtain basic information/reference assistance. The Library's resources are at the disposal of University's Alumni for their personal and professional development.

To access these resources, you need to apply for an account to obtain a Library card.

Library Account and Cards

- To obtain a USEK Library card, you must submit an online [application form](#) along with a scanned passport-size photograph and proof of identity. You will be notified by email once the card is ready;
- A non-refundable subscription fee of 100,000LL is applicable to be paid upon receipt of the Library card; Payment is made in cash at the Library Circulation Desk during opening hours.
- When borrowing books, you must present your USEK Library card. Library cards cannot be used by anyone else, and lost cards must be reported immediately. The Library is not responsible for any outcome arising from the unauthorized use of a Library card;
- Every Library user has a right to privacy and confidentiality while using Library materials; thus, names of borrowers and their accounts are never disclosed.

End of Subscription

- Cards have to be returned to the Circulation Desk when you decide to end your subscription;
- There is a replacement fee for lost cards.

Library Services

USEK Alumni may:

- Seek research assistance and use materials at all USEK Library branches;



- Consult material from the collection;
- Access the majority of USEK's private, special and rare collections;
- Access the majority of databases and e-journal collections on campus by logging on to any of the USEK Library computers;
- Log on to computers in any of the USEK Library branches;
- Make use of the copy/print/scan service; extra fees will be charged for copy, print and scan, not included in subscription fees.

Borrow and Renew

Catalog: Search for materials in the libraries with the USEK Library catalog

- Alumni may borrow up to 2 items
- The loan period for books is 10 days
- One audio-visual item may be borrowed for a period of up to 10 days
- To borrow material, you need to show your USEK Library card

Find Resources (On Campus only)

- **Research Databases** [Link]: Search a large and varied e-collection (article databases, ebook collections...).
- **Find a title** [Link]: Use the title search tool to find a book or journal
- **Search Everything** [Link]: Search the complete USEK Library catalog and many of our databases simultaneously through a single search box

Get Help

- **Ask Us** [Link]: Get assistance with your research by contacting a librarian in person
- **Research guides** [Link]: Use for finding discipline specific resources
- **Cite your sources** [Link]: Learn how to cite your references properly
- **Avoid plagiarism** [Link]: Get tips and guidance on how to avoid plagiarism in your research papers

Copy/Print/Scan [Link to site]

- Your USEK Library ID Card is also used to pay for printing and photocopying in the library.
- To activate or recharge your account ask at the Circulation Desk.



- The minimal activation or recharge fee is 5,000L.L.

Activities

- **Exhibitions** [Link]: Schedule to have your artwork (paintings, photos...) exhibited in the Library
- **Film & Photograph** [Link]: Organize your session with the Library if you would like to make use of the premises for a film or photography session

Change of Address

It is the responsibility of individuals to keep the Library informed of any address changes. Library fines will not be waived if alumni fail to notify us of a change of address. You can update your address with Library staff at the Circulation Desk of the USEK Library.

IMPORTANT

Rules and regulations of the USEK Library are to be respected. Failure to do so may result in the suspension of user borrowing privileges. Membership is discretionary and the administration reserves the right to refuse applications for membership without redress.

The Library is responsible for safeguarding the confidentiality of a borrower's transactions and for the provision of an environment conducive for research.

Contact Details

Circulation Services:

Kaslik Main Campus Library: circulation@usek.edu.lb

Chekka Campus Library: chekka-biblio@usek.edu.lb

Zahle Campus Library: zahle-biblio@usek.edu.lb