

Resource Room Instructions

- **Who can borrow materials from the resource room?**
 - 1- AUB professors.
 - 2- AUB students who:
 - are working on their thesis or project.
 - need a resource as a course requirement for an assignment.
 - have a professor's permission to borrow.

Kindly note that, borrowing is prioritized as listed above.

- **Instructions to borrow materials:**
 1. Visit the resource room
 - During the office hours.
 - Out of the office hours after booking an appointment with the Graduate Assistant (hbm31@mail.aub.edu).
 2. Check and decide the material.
 3. Fill the Borrowing Form.

Alternatively, you can:

- 1- Check the online published guide. [Education Resources Room \(aub.edu.lb\)](http://aub.edu.lb)
- 2- Decide which material you need to borrow.
- 3- Check if the material is available by sending an email to the Graduate Assistant (hbm31@mail.aub.edu) Arrange suitable date and time to pass by the resource room.
- 4- Pass by the resource room to pick the material.
- 5- Fill the Borrowing Form.

- **To borrow a material you will be asked to fill a "Borrowing Form" about:**
 1. Your name.
 2. Your AUB email.
 3. Your ID number.
 4. Your Mobile Number.
 5. The Material name.
 6. Material's items
 7. Reason for borrowing:
 - Course requirement to be used by:
 - a. An instructor.
 - b. the student for thesis/project or assignment.
 - Have a professor's permission.
 8. Date of borrowing
 9. Due Date
 10. Signature

When you return the material, on the same form, you will be asked to:

11. Write the Date.
12. Sign.

- **Rules to use the resource room:**

Students are allowed to:

- 1- Visit the resource room **only when** the Graduate Assistant is available.
- 2- Borrow materials for two weeks to be renewed, if necessary.
- 3- Borrow two materials approximately.

Resource Room Instructions

The Graduate Assistant information

- Name: Hanan Mokalled
- Email: hbm31@mail.aub.edu
- Office hours: Tuesdays 3:45 – 5:00 pm