LENDING SYSTEM

Internal Reading Services

It is a type of providing items such as "Books- References- Audio-Visual and Digital Materials" inside library with an appropriate atmosphere for reading and researches.

Ahmed Zewail Hall ((1))

Abdel-wahab El-messeri Hall ((2))

Youth Hall ((1))

Youth Hall ((2))

Child Library Hall

Outdoors Borrowing

Individual Borrowing

User, who has renewed his/her membership and has no overdue fines or penalties, may borrow four books for a period of 14 days. He / she could renew for another 14 days by attending or contacting circulation division.

Delaying:-

In the case of delaying items; user has to pay 50 piaster for each delay item for each day.

Loss

In case of book loosing; the member has to pay its price plus 20% as administrative fees.

Items that are not available for loan:-

The following items are not available for loan;-

- **Referential Books**
- **Audio-visual Materials**
- **Multimedia Materials**
- **Governmental Publications**
- **Special Collections**
- **Tool Guides**

- **Group Borrowing**

Group Borrowing Service is a free service offered by MPL- Damanhour to Schools, Organizations, and institutions. The library offered from 50 to 100 books at a time regarding the same rules of individual borrowing in terms of duration of the loan, renewal, delay and loss items.

In order to register in this service, the interested organization applies for a request designed for this purpose. The organization has to nominate one of its employees to take over this task of selecting the borrowed items, completing the loan procedures, and returning the borrowed items back to the library on the responsibility of the organization.

3-Referential Service

Referential Service

Misr Public Library-Damanhour does answer all questions and inquires of its visitors and researchers as well.

Tools of Referential Service

Dictionaries, lexicons, Encyclopedias, Biographical Dictionaries, Geographical Dictionaries, Statistics Books, Bibliographies, Indexes and Abstracts   ,   Directories, and Manuals

Available methods of Referential Services

1- Face to face via being inside the library.
2- E-mail
3- Telephone