

## Welcome to the American Center!

### Services available for ACC visitors

#### CIRCULATION (BOOKS and MOVIES):

- Membership allows you to borrow from our collection, up to **5** items at one time and to attend members-only programs.
- Books can be borrowed for up to three weeks, and renewed **once** for another two weeks.
- DVDs can be borrowed for a maximum of one week and can be renewed **once** for additional week.
- Audiobooks and Kindles can be borrowed for three weeks and can't be renewed.
- Fines for the overdue items per day are **5** LE for each item.
- Lost or damaged items will be assessed at replacement cost.

#### Office Services:

- **Photocopying services** are available at **0.50** LE per page ACC staff will be able to photocopy up to **50** pages for one patron in the visit or **10%** of the total number of pages, whichever is less. Depending on usage and demand, ACC staff will coordinate with you regarding the approximate date and time your photocopying needs will be met.
- **Our scanner** is also available for reproducing some parts of a book or magazine. Copyright restrictions (see photocopying) apply. Please ask ACC staff if unsure how to operate.
- Patron may **print** out from the internet or computers at cost of **0.50** LE per page, and up to **50** pages for each patron per day.
- **3D printing** is available for **3** LE per gram. The user should be present during the printing process.
- **ACC computers** are available for research and general use. During busy hours, patrons will be able to use a computer for **1** hour.
- **For using our other technologies**, such as our Xbox or DVD system, please ask an ACC staff member for help if unsure how to operate.

Enjoy the ACC!