

Leuven, 20 september 2011

E-mail: library@etf.edu

LIBRARY REGULATIONS 2011-12

General regulations

- Upon entering the library **SHOW YOUR LIBRARY CARD TO LIBRARY WORKER**. Place all bags, coats, etc. on the designated bookshelf and coat rack. No personal belongings are allowed in the study areas. The library personal and ETF are not responsible for the safety of your belongings. **DO NOT LEAVE PORTABLE COMPUTERS**.
- The library is for study and research. Silence, tidiness and order should be maintained at all times. Turn off the sound on cell phones while in the library. Conversations are to be held outside of the library. Do not leave your belongings on the tables when you leave. **DO NOT LEAVE THINGS**.
- **DO NOT PUT** books which have been used back on the shelves! Place them on the cart in the centre of the room.
- Eating and drinking are not allowed in the library or the computer room. This includes water and candy. No food or drink allowed even if you aren't eating or drinking.
- Please give all damaged books to the student monitor or the librarian indicating the damage.
- Please do not write in the books or bend the corners of the pages. Do not put books face down on the table. Do not use the books as a writing mat.
- There are special sections in the library: Reference Section (front shelves, yellow and red sticker), Reserved Books for classes (under the stairs on right with orange stickers), New Books (under stairs on left), Church Education Center (second floor in Journal section, behind lift), Thesis', Doctoral Dissertations (behind library desk), Journals (new ones on ground floor, older ones on upper floor). Blue Sticker Section (BS books that will not fit in BS section, front shelves, and upper left with blue sticker). Pamphlet Section (small books in Journal Section with purple sticker).
- Some books are not located in the main library. Books older than 1950 are on the third floor. These books are available to students but you must ask for them. Also some books are located in professor's offices. These are only available if a copy is not in the library. If you need a book from a professor's office you must ask the librarian **FIRST**.
- When you see a book with "ordered" in the location that means that the book has been ordered but has not yet arrived in the library. If it has a "?" in the location that means that the book has not been ordered but is in the process of being ordered.
- The library only has available 5GB a day for all the users. If you download DVDs, YouTube or other downloads on the library computers and/or on your own laptops the internet won't be available for library use.

Photocopying

- No books leave the library to be photocopied. There is a photocopy machine on the second floor in the closet and all library photocopying is to be done there. If for some reason the photocopy machine isn't working students need to leave their ID cards at the desk before taking a book to the photocopy machine outside the library. When photocopying books, please remember that you can only copy short sections. Do not press hard on the spine of the books when placing the book in the machine. The spine of a book is easily broken by pressing too hard.
- The CEC material with red dots can never be photocopied. **NEVER!**

Opening hours

- When student monitors are available the library is open from 9:00 to 22:00 on Mondays, Tuesdays, Thursdays and Fridays. It is open from 9:00 to 11:45 and from 13:00 to 22:00 on Wednesdays (it is always closed during Chapel time.) and from 9:00 to 17:00 on Saturdays. The library is open some holidays and during the summer with limited and variable hours.
- The library is not open on Sundays or holidays as Christmas and New Years.

Computer

- All library books can be found in the computer catalog. If you have any questions on how to use the computer catalog ask the student monitor or the librarian. Search on "Key Words".
- The library computers are only to be used for Library information.

Borrowing books

- First and second year Bachelor students may check out 6 books for 3 weeks.
- Third year Bachelor students and Master students may take out 10 books for 3 weeks.
- Thesis students may have a Thesis card where they can check out 30 and/or a Thesis Table card.
- Doctoral students may take out 20 books for 30 days.
- IBV students can borrow books for 5 weeks.
- Professors may borrow as many books as needed for a course and may keep them as long as needed.
- Normally books are checked out for three weeks. If you cannot return them in that time you may send an e-mail to library@etf.edu to request an extension. The extension is in effect from the date on the e-mail.
- You may only check books out on your library card; never lend your card to another person.
- Reference books may not be taken out of the library. Reference books are identified with a REF at the bottom of the label and with a small red dot below that.
- Books on the Reserve Shelf may not be borrowed. They are books used by classes.
- If a student has unpaid fines books may not be borrowed.
- No Periodicals (Journals) may be taken out of the library.
- New Books may be checked out.

Fines

- Overdue books will be fined at 0, 25 a day.
- Lost books will be fined the replacement price plus 4, 00 euro.
- Damaged books will be assessed by the librarian and the fine will be from 4, 00 euro to the replacement cost.
- Students taking a book from the library without checking it out or taking reference books or reserve shelf books from the library will be charged 10,00 per book per time.
- Students leaving their computers or their "junk" in the library over night will be fined 10,00 euro.
- Students that are not library workers taking the library key to open the library, or checking out books or using the library computer will be fined 10,00 euro.
- The use of another person's library card will be a 10,00 euro fine.
- Students using the library computers for anything but library use will be charged 10,00 euro.
- Students with food in the computer room will be fined 5,00 euro the first time and 10,00 euro the second time.
- If any of the fines are for the second time they will be doubled or tripled.
- Students watching DVDs or YouTube or other downloads will be fined 10,00 euro.
- Replaced ID cards/library cards will cost 5,00 euro.

How to get a card

- All registered students have a library card on their student ID card.
- All staff and professors may have a library card. Please be sure to ask for one if you don't have one.
- Day visitors may have a day pass to use the library for the day with a 2,00 euro fee. This pass can be obtained with the reception.
- Visitors can apply to use the library for a year with a 5,00 euro registration fee. When their application is approved visitors may use the library but may not check out books.
- Student and staff spouses can have a card to check out books for a 5,00 euro per year registration fee.
- Former students can have a card to check out books for 5,00 euro per year registration fee.

If you have any questions, please feel free to contact Marjorie Webber, Librarian.