

Library regulations
Version 24-08-2021

Content

1. Borrowing materials.....	2
2. Lending period.....	2
3. Renewal.....	2
4. Maximum number.....	2
5. Library card.....	2
6. Loss or damaging.....	2
7. Reminders	2
8. Final article	2

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The approval of the Participation Council was given on: n.a.

The approval of the Supervisory Board was given on: n.a.

Owner: Secretaris College van Bestuur

1. Borrowing materials

With the exception of reference material, expensive books, bound periodicals, all materials in the Library collection can be taken out.

2. Lending period

The maximum lending period is 90 days for most materials, 1 week for others.

3. Renewal

Unless materials have been reserved by others and provided that renewal is requested within the lending period mentioned, the lending period may be renewed. An item can be renewed for a maximum of 9 times

4. Maximum number

The maximum number of items that may be taken out is 10. Exceptions to this are only possible in specific situations and after consultation with the information specialist of the academy concerned.

5. Library card

To borrow and renew materials you will need your student/staff card

6. Loss or damaging

When materials are lost or damaged the borrower will be charged with the costs of replacement and repair in addition to € 10.00 of administration costs per item.

The default replacement costs for Library material are as follow:

- Printed books : € 50,-
- Audiovisual material: € 25,-
- Journal issues /Serials: € 20,-
- Software (computer games etc) : € 60,-
- Objects (consoles , board games etc.) : € 200,-

7. Reminders

You will receive a pre-reminder that a Library item is about to become overdue. This will give you the opportunity to renew the item (unless reserved) or return it in time. When the lending period has expired, the Library will charge you for this. The fine will be €0.40 for each day that the item is overdue.

After 7 days a reminder will be sent, stating that item is overdue (the fine has become €2.00 (5x 0,40), still giving you the opportunity to renew (unless reserved) or return the item.

After 14 days a last reminder is sent, warning you that if not returned within 7 days the item will be assumed to have been lost by the borrower.

After 21 days materials are considered lost and the borrower will be restricted from borrowing, reserving and renewing Library materials. An invoice will be sent to you in accordance with article 6. The fines already accrued will be replaced by these administration costs.

If you bring back the book after the Library has made the invoice, you will have to pay the administration costs of €10 per lent item. You can loan, reserve and renew books again as soon as you have brought back the materials and/or you have paid the invoice.

8. AVG

Privacy

If you borrow materials from the Library, we will process your data in our Library system. We will process the following data: name, initial(s), card number, email account, gender and date of birth. We will process this data to keep track of materials borrowed and, for example, to contact you if reserved materials are available or if materials are unexpectedly returned too late. In the privacy regulations of the BUas Privacy Policy you will find more information about how BUas processes your personal data and what rights you have in the context of that data processing.

9. Final article

In cases not covered by these regulations, the Library coordinator will decide, if necessary after consultation with the manager of the Educational Office. These regulations are to be quoted as 'Regulations of the Library of Breda University of Applied Sciences Breda, 2021'. These regulations will enter into effect the day after the approval of the Executive Board.