



university of  
 groningen

library

# Borrowing and Lending Regulations for the University of Groningen Library

## 1. General

The following borrowers are eligible:

- UG staff members
- UG students
- Other persons authorized to do so by the librarian

## 2. Content of the lending regulations:

### 2.1 Library card

The borrower needs a valid library card for borrowing publications from the library's collection. Contribution may be levied if you are not a student or staff. The card must be signed by the holder when it is issued. By signing the card, the holder declares that they will comply with the provisions of these regulations. Borrowers are obliged to show their library card at the request of a library staff member. The holder is responsible for the accuracy of the data on the card. Changes of address must be reported to the University Library Service Desk upon presentation of the library card. The holder of the card is at all times responsible for its use or misuse, including by any third parties. If the card is lost, the holder must inform the UB Service Desk immediately. The relevant card will be invalidated immediately after the notification of loss. In the case of loss, theft or damage, a duplicate card will be issued. The holder must pay an administration fee of € 2.50 for the provision of a duplicate card. If, in the event of theft, an official proof of declaration can be presented, a duplicate card will be issued free of charge.

### 2.2 Borrower data

The personal data of the holders of a library card will only be used for the purpose of administration and will therefore not be made available to third parties for inspection or otherwise disclosed. At the request of the cardholder, all personal data relating to them may be removed from the administration upon termination of membership, provided that all material borrowed by the borrower has been returned and all costs have been paid.

### 2.3 Validity of the library card

The library card is valid:

- a. for UG staff members, for the duration of their employment, or
- b. for UG students, for the duration of their university studies, or
- c. for other persons, for a period to be determined by the librarian.

Former staff members who fall under the FPU (flexible retirement scheme), the pension scheme or the WAO (Invalidity Insurance Act) will continue to be entitled to free lending facilities at the University of Groningen Library. If you are interested in this, you should inform the University Library. You will receive a free library card. This does not apply to former staff members who have accepted a position with another organization. They must buy a paid library card.

## **2.4 Borrowing**

Only publications that are eligible for study outside the library will be lent out. A visitor to the library is not allowed to leave the library with publications that belong to the library without the borrowing of these publications through the automated lending system. Borrowers are not allowed to lend the borrowed materials to others or to take them abroad.

## **2.5 Reservations**

A borrower can reserve a publication that has been lent to another borrower. The librarian will notify the borrower as soon as the requested publication is available. The publication will be reserved for the borrower at the relevant library location for one week after the notification has been sent.

## **2.6 Inspection material**

Publications that cannot be lent can be consulted on the spot in the library. These include manuscripts, prints from before 1900, precious and rare works, unique editions of magazines, reference works and other material that is not lent by the librarian.

## **2.7 Scanning and copying**

As a rule, it is possible to scan or copy library material yourself (with due observance of the provisions of the Copyright Act). The permission of the librarian is required for scanning or copying sensitive material. Valuable material can be reproduced by the librarian in consultation and against payment.

## **2.8 Lending period**

The lending period of books is four weeks, unless otherwise indicated.

## **2.9 Return, and reminder costs**

The lending period is fully extended automatically as long as no other borrower needs the book: the maximum number of renewals for staff is 24 times; for students and others 12 times. If another borrower reserves a book, the book must be returned at the end of the lending period. You will receive a reminder every five days.

If a book is not returned on time, the borrower will pay a fine of € 2.50 per reminder up to a maximum of € 10.00 per book. After 4 reminders, we will also charge the replacement costs. These measures ensure we can deliver a book faster to a borrower who needs it.

Books that have been issued with a reminder fee must be returned and imposed reminder fees must be paid before the borrower can borrow again. If, despite repeated requests, the borrower does not return the borrowed item, it is deemed to have been lost and the library will try to replace it. Borrowers who do not return the borrowed item or do not pay the bill are excluded from further use of the library facilities of the UG.

## **2.10 Interlibrary loan traffic**

The library mediates in borrowing works from other libraries. These rules apply to the lending of these works, as well as to the lending rules of the other library, all of which are to be interpreted by the librarian. Any costs incurred in connection with interlibrary lending transactions will be borne by the applicant.

### **2.11 Notes**

It is not permitted to make notes, fold, underline words or otherwise cause damage in books, magazines or any other library material.

### **2.12 Proof of return**

Upon request, the borrower can obtain a receipt for the return of the loaned item.

### **2.13 Liability**

The borrower is liable for damage to or loss of the loaned item from the moment it is handed over to them at their request until the moment it is back in the possession of the relevant service desk and processed in the administration, regardless of how or by whom any damage or loss is caused. In the case of loss or damage, the borrower will be charged the price of a replacement copy, plus administration fees.

### **2.14 Penalties**

If a borrower refuses to comply with these regulations, is a nuisance to other visitors or causes damage to the library's collection or equipment, the librarian, without prejudice to the authority of the Board of the University pursuant to Article 7.57H of the WHW, is authorized to take the necessary measures in order to prevent the immediate or imminent damage or disruption of the order in the library.

## 3. Application

1. These borrowing and lending regulations apply to all University Library facilities. The librarian is responsible for their implementation.
2. In cases not covered by these regulations, the librarian or their representative will decide.