

## Utrecht TU Library Regulations

Library membership is open to:

- a. Utrecht TU staff
- b. Utrecht TU students
- c. interested parties

### 1 Registration and Library Card

1. Library users will receive a personal library card upon registration.
2. A valid ID and a recent proof of address are required for registration.
3. The name and contact details will be registered at registration. For students / staff from other institutions of academic education, the name of these institutions is registered. For clergymen, denomination is also registered. These data are required to determine to which borrower category the borrower belongs. Religious denomination is saved for statistical purposes with a view to collection formation. Borrowers who are unable or unwilling to provide this information are automatically placed in the category with the least rights (occasional borrower - see 4.3).
4. The card holder's personal data will be used for library administration only and will not be disclosed to third parties. Exception: library staff from the Theological University of Apeldoorn and IBTS Centre Amsterdam have insight into these data. The library administration is hosted by OCLC, Leiden. OCLC will not disclose any personal data to third parties.
5. The library card must be signed by the holder when issued. The holder thus testifies that he or she complies with the provisions of these regulations.
6. Borrowers can request their registered personal data at the library at any time.
7. If your library card is lost or stolen, we urgently advise you to report this immediately to the library staff to prevent any unauthorised use of your card and the costs this may incur, for which you will be liable. You will receive a new library card upon payment of administration costs and on production of a valid ID.
8. The holder of the library card is at all times responsible for any use or misuse of the library card.

### 2 Change of details

1. The library must be notified of any change of borrower's details in time, especially of email address.
2. Any consequences of not notifying the library of a change (of address) will be at the borrower's own expense and risk.



## 3 Membership ends:

1. Because of the library:
  - a. for a staff member of the TU Utrecht: in case of discharge from employment other than by retirement;
  - b. for a TU Utrecht student: after de-enrolling from TU Utrecht;
  - c. for other users: after 1 year. Membership may be renewed. If renewal is not requested, the borrower data will be deleted 1 year after termination of the membership.
2. At the request of the borrower. All borrower data will then be removed from the library administration, provided that all materials borrowed by him / her have been returned and all costs owed by him / her have been paid.
3. In the event of violation of the lending rules, the library may terminate the membership with immediate effect (temporary or permanent).

## 4 Borrowing

1. Borrowers are responsible for ensuring that the loan of all materials they wish to take out of the library is recorded on the library system. If a borrower leaves the library taking materials that have not been issued to him/her, he or she may be expelled from the library, either permanently or for a period to be determined by the librarian.
2. Borrowers may borrow books on production of their library card.
3. The maximum number of materials that may be borrowed is:

Utrecht TU staff	50
Utrecht TU students	30
Staff or students from another academic institute	25
Clergy	25
Occasional borrower	5

Materials in excess of these numbers may be borrowed only in special circumstances and by permission of the librarian.
4. Borrowers are not allowed to lend materials to third parties.
5. As a borrower, you are responsible for any damage to materials you borrowed, for not returning them in time, and for loss of them, regardless of the cause. Satisfy yourself that any materials you wish to borrow are in good order. If you discover any damage, report this to the service desk.
6. Borrowers are required to pay replacements costs for the replacement of materials issued to them that are lost or damaged beyond repair.
7. Publications that are not on loan can be used in the library. These publications include publications on the open shelves, manuscripts, print books dating from before 1920, valuable and rare books, (unbound issues of) journals, reference works, and other vulnerable materials. TU Utrecht staff members may keep publications that are not on loan in their offices for up to 1 week.



8. Publications may be photocopied in accordance with the Dutch Copyright Act (*Auteurswet*). Photocopying vulnerable material requires permission of the librarian.
9. Books from other locations (TU Apeldoorn, John Smyth Library Amsterdam) or other libraries can be borrowed for a fee. The various rates can be found on the website of TU Utrecht. The rates may vary per borrower category.

## 5 Loan Period and Renewal

1. The standard loan period is 30 days. The library lending out the material may set a different loan period.
2. The material you have on loan must be returned or sent back – securely packaged and postage prepaid – no later than on the final day of the loan period. Sending books through the post is entirely at the borrower's risk.
3. The loan period can be renewed ten times in most cases:
  - via the catalogue, 24 hours a day;
  - by telephone, during library opening hours;
  - at the library service desk on production of your library card, during library opening hours.
4. A book that has been reserved by another borrower can not be renewed.
5. If a borrower does not return or renew borrowed materials in time, he or she will be required to pay a fine in accordance with the provisions below.

## 6 Fines

1. If borrowers fail to return or renew borrowed materials before the end of the loan period, a fine of € 0.20 for each day will be incurred on any borrowed item (from one week after the end of the loan period).
2. The library sends 3 recall emails as an additional service. Not receiving the recall emails does not create any rights.
3. Borrowers with outstanding fines in excess of € 10 may not borrow or renew any materials until the fines are paid.
4. Fines must be paid at the library service desk.

## 7 Reservations

1. Borrowers may request or reserve materials using the catalogue.
2. Borrowers will be notified when a requested or reserved book is available. Books requested or reserved will be available for collection for 7 days.



## 8 Other Provisions

1. Library users must follow all library staff instructions.
2. The librarian, or any person nominated by the librarian, may suspend permanently or temporarily any library user who breaks the Library Regulations from using the library.
3. In cases not provided for in these regulations, the librarian or any person nominated by the librarian shall decide. The librarian is entitled to occasionally deviate from these provisions.

### Theological University Library

Postal address: Groenestraat 160, 8261 VL, Kampen

Address: Groenestraat 160, Uampen

Telephone: +31 (0)38-4471720

Email: [library@tuu.nl](mailto:library@tuu.nl)

