

UNIVERSITEIT TWENTE.

LIBRARY, ICT SERVICES & ARCHIVE (LISA)

Our reference LISA-0344

Date August 5, 2021

LIBRARY CODE OF PRACTICE

(Binding conditions under which the University Library lends literature. Additional information can be found in the 'Burgerlijk Wetboek' and the legal practice).

1. The lending period is 1 month unless otherwise stated.
2. The borrowed item must be returned to the library on time. Postal returns must be arranged so that the library incurs no costs. The user is responsible for the borrowed items until they are returned.
3. The borrowed item must be returned in the same condition it was when it was collected. It is not allowed to make notes or any other remarks in the item.
4. When borrowed items are damaged or not returned, the user will be charged for the damage (replacement costs) or prove his/her innocence.
5. When borrowed material is returned after an invoice has been sent, the user will not be charged for administration costs. The invoice will be cancelled.
6. It is possible to extend the loan by renewing, unless a hold is placed or the maximum number of renewals has been reached.
7. UT-staff, UT-students and other borrowers can borrow up to 15 items.
8. The user is required to identify him/herself with a library card or an affiliated card.
9. University of Twente library card holders are required to inform the library immediately after change of address, email address or (mobile) phone number.
10. Abuse of library facilities or other misconduct may result in exclusion of library use.