

# UNIVERSITEIT TWENTE.

## LIBRARY, ICT SERVICES & ARCHIVE (LISA)

Our reference LISA-0187

Date January 9, 2018

### 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 literature must be returned to the library on time. Postal returns must be arranged so that the library incurs no costs. The user will be charged a fine for items that are not returned on time.
3. The user is responsible for the borrowed items until their return.
4. The borrowed item must be returned in the same condition it was when it was collected. It is forbidden to make notes or any other remarks in the item.
5. When borrowed material is damaged or not returned, the user will be charged for the damage or prove his/her innocence.
6. When borrowed material is returned after an invoice has been sent, the user will still be charged for the administration costs.
7. It is possible to extend the loan by renewing, as long as someone else has not requested it.
8. Employees of the University of Twente can borrow up to 15 items. For students this amount is 10 and for other borrowers 5.
9. The user is required to identify him/herself with a library card or an affiliated card.
10. Holder of a library card of the University of Twente are required to inform the library immediately after change of address.
11. Abuse of library facilities may result in exclusion of the library.