Bard College Berlin LIBRARY POLICY

Administration

<table>
<thead>
<tr>
<th>ITEM TYPE</th>
<th>LOAN PERIOD</th>
<th>CHECK-OUTS ALLOWED</th>
<th>RENEWALS ALLOWED</th>
<th>FINE AMOUNT/DAY OR HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio book</td>
<td>30 days</td>
<td>3</td>
<td>2</td>
<td>€0.30/day</td>
</tr>
<tr>
<td>CD</td>
<td>7 days</td>
<td>3</td>
<td>1</td>
<td>€0.50/day</td>
</tr>
<tr>
<td>DVD</td>
<td>4 days</td>
<td>3</td>
<td>1</td>
<td>€0.50/day</td>
</tr>
<tr>
<td>Library books</td>
<td>30 days</td>
<td>25</td>
<td>2</td>
<td>€0.10/day</td>
</tr>
</tbody>
</table>

Please note that borrowed items remain the property of the college and must be returned to the library in the same condition as received, that is, free of notes/underlining (pen or pencil) or highlighting. In addition to replacement costs for lost or damaged books, all patrons will be billed an extra €10 per damaged library item.

When the loan period expires, patrons are asked to return their library items to Kuckhoffstr. 41. Alternatively, patrons may renew items by logging in the online library catalog (opac) at: http://opac.berlin.bard.edu

If a book is recalled, it needs to be returned to the library within two days!

Patrons may check out a maximum of 60 items at a time.

Patrons who accumulate more than €6 in fines cannot check out any new items until the fines are paid. Renewals are only allowed if faculty has less than €6 of unpaid fines on their library account.

Library opening hours

Regular semester schedule
Monday to Friday: 10:00 a.m. - 8:00 p.m.
Saturdays & Sundays: 1:00 p.m. - 6:00 p.m.

Spring, summer, fall and winter break schedule
Monday to Friday, 1:00 p.m. - 5:00 p.m.

Closed on
Oct. 3rd, Christmas, New year, Easter weekend, May 1st, Ascension Day and Whit Monday