

# Bard College Berlin LIBRARY POLICY

## Administration

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

**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