

# Bard College Berlin LIBRARY POLICY

## Alumni

ITEM TYPE	LOAN PERIOD	CHECK-OUTS ALLOWED	RENEWALS ALLOWED	FINE AMOUNT/DAY OR HOUR
Library books	14 days	3	1	€0.10/day

Bard College Berlin alumni are welcome to use the services of the library at Kuckhoffstr. 41. Alumni are allowed to borrow books once they have paid a **€30 deposit** to the librarian and signed an agreement to follow the Bard College Berlin library policies for alumni. In order to be able to use the Bard College Berlin Library, alumni need to provide a German address under which they are registered. Registration is not possible without a valid German address.

The deposit will be returned to alumni who no longer wish to use the services of the Bard College Berlin Library anymore. Pending library fines will be deducted from the deposit.

**Please note that borrowed books 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, patrons will be billed an extra €10 per damaged library item.**

Alumni may check out a maximum of **three library books for a 14-day period**. After 14 days alumni need to return the books to the library. Checked out books may only be **renewed once**, for a period of an additional 14 days, via <http://opac.berlin.bard.edu> For information on patron accounts, please contact the librarian at [library@berlin.bard.edu](mailto:library@berlin.bard.edu)

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

Alumni may NOT check out any DVDs/Videos/CDs/audio cassettes or audiovisual equipment.

Alumni may use reference books, reserve books and periodicals in the library.

Alumni may check out library materials only for themselves.

Coats, jackets, bags, and backpacks are not allowed in the library. Such items may be stored in the entrance hall of the building. Drinks and foods are not allowed in the upstairs part of the library building.

Library users may NOT re-shelve library books. Books taken from the shelves need to be placed on any of the library's desks. A library assistant will re-shelve all library items.

### **Library - Lounge**

- Library users are asked to keep the noise level down and the door to the lounge shut in order to avoid disturbing other library users.
- Library users are asked to keep the lounge tidy and to wash their mugs and glasses.
- Library users are asked to keep their shoes off the sofa.
- Smoking is prohibited in the entire library building.
- NO drinks may be taken to the upstairs level of the library.
- Library users are asked NOT to leave any book and/or magazine in the garden.

### **Reading Room**

- The Bard College Berlin reading room is open 24/24 hours, 7 days a week.
- The reading room is exclusively a study space. Quiet must be observed at all times.
- No food is allowed in the reading room and it must be kept orderly.
- No library books or magazines should be left there.
- The last student to leave the reading room must ensure that all doors and windows are tightly closed.

### **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