

Bard College Berlin LIBRARY POLICY

Students

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	30	2	€0.10/day
Reserve Shelf books *	3 hours (in-library use only!)	1	1	€0.50/hour
Textbooks **	125 days (semester)	15	0	€0.50/day

* The reserve shelves section is located in the circulation office and it houses new acquisitions, as well as books pulled from the circulating collection at the request of faculty for use by students in their current courses. Reserve shelf books may be checked out for **3-hours** at a time, and are for **in-library use** only. They may be renewed once if no other patron is waiting for them.

** “Textbooks” refers to sets of books the library already owns in larger quantities, usually for BA1 and BA2 core courses. Depending on the available stock, these books are lent for the whole semester first to students on financial aid, and then, students may borrow them on a first-come, first-served basis. To check the available supply of textbooks, search the online library catalog (opac): <http://opac.berlin.bard.edu/>

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 (in pen or pencil) or highlighting. In addition to replacement costs for lost or damaged books, students and all other patrons will be billed an extra €10 per damaged library item. As long as library debts remain uncleared, transcript of records and diploma cannot be released and/or course registration cannot be processed.

When the loan period expires, students are asked to promptly 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> For information on patron accounts, please contact the librarian at library@berlin.bard.edu

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

Students may use reference books, reserve books and periodicals in the library. Reserve material, magazines, periodicals and reference books may only leave the library for copying purposes and must be returned to the library within **one hour**.

Students may check out a **maximum of 60 items** at a time.

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

Students may only **check out library materials for themselves** (i.e. a student cannot check out a DVD on a roommate's account).

Bard College Berlin also provides access to **JSTOR** and **EBSCO** - online databases that maintain an archive of important scholarly journals. Visit JSTOR at <http://www.jstor.org> and EBSCO at <http://search.ebscohost.com/login.asp?authtype=ip,uid&user=barcdc&password=barcdc&profile=ehost&defaultdb=aph>

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 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