

Bard College Berlin LIBRARY POLICY

Faculty

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	150 days	50	1	€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, faculty are asked to return their library items to Waldstr. 16. Alternatively, patrons may renew items by logging in the online library catalog (opac) at: 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!**

Reference materials (including periodicals, BA theses and books in the reference section) may be used in the **circulation office only**.

Faculty may check out a **maximum of 100 items** at a time.

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

Bard College Berlin also provides access to online databases through the Stevenson Library at Bard Annandale. Instructions on how to access these resources will be circulated via email and provided on the BCB library website.

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, March 8th, Easter, May 1st, Ascension Day and Whit Monday