

# 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 borrow books from the library at Waldstr.16. 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 have a BCB library account. 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**. Checked out books may only be **renewed once**, for a period of an additional 14 days, via <http://opac.berlin.bard.edu>. Contact [library@berlin.bard.edu](mailto:library@berlin.bard.edu) in case of questions.

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 check out books only for themselves.

Drinks and food are not allowed in the library building.

Items may be returned (in the same condition as when borrowed) in the drop box at the library entrance.

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