

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 Waldstr. 16. Alternatively, patrons may renew items by logging into the online library catalog (opac) at <http://opac.berlin.bard.edu>, which is accessible both on and off campus.

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**.

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 patrons have less than €6 of unpaid fines on their library account.

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 weekend, May 1st, Ascension Day and Whit Monday