

# Bard College Berlin LIBRARY POLICY

Summer Program Students

ITEM TYPE	LOAN PERIOD	CHECK-OUTS ALLOWED	RENEWALS ALLOWED	FINE AMOUNT /DAY
CD	5 days	3	0	€1
DVD	1 days	1	1	€0.50
Library books	15 days	15	1	€0.10

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 €10 per damaged library item.

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 more information on patron accounts, please contact the librarian at [library@berlin.bard.edu](mailto:library@berlin.bard.edu)

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://web.a.ebscohost.com/ehost/search/basic?vid=o&sid=47581464-9d73-4715-b741-f6e47fae7163%40sessionmgr4010>

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**

*Spring, summer, fall and winter break schedule*

Monday to Friday, 1.00 p.m. - 5.00 p.m.

*Regular semester schedule*

Monday to Friday: 10:00 a.m. - 8:00 p.m.

Saturdays & Sundays: 1:00 p.m. - 6:00 p.m.

*Closed on:* Oct. 3rd, Christmas, New Year, Easter weekend, May 1st, Ascension Day and Whit Monday.