

## LIBRARYNETWORK REGULATIONS

(approved by the Board of Governors on 23 June 2011, and amended on 19 June 2020)

### Article 1. General outlines

§1. The library regulations apply for Ghent University Library, the network of Faculty libraries and the Booktower. Faculty libraries may deviate from the general rule as described in article 4 §2 by means of a formalized library specific regulation but are bound to respect the other regulations of the Librarynetwork Regulations.

§2. The librarian settles all situations not falling under the stipulations of these regulations. Every visitor is bound to the directives of these library regulations.

### Article 2. Access to the libraries

§1. Everyone has free access to all libraries. The opening hours are clearly mentioned on <http://lib.ugent.be> . Visitors only have access to the public sections of the library. Every visitor is free to consult all printed or electronic information sources open to the public.

§2. All activities that may endanger the well-functioning of the library are not tolerated. The librarian decides which activities endanger the well-functioning of the library and has the authority to deny access to the visitor(s) causing the disturbance(s).

§3. The library accepts no liability for damage to or theft of personal belongings of the reader.

§4. The visitors are requested to handle the library materials and infrastructure with due diligence. The impairment or pollution of library materials and/or infrastructure will be recouped from the person in question.

### Article 3. Users and registration

§1. A visitor who wishes to borrow library works, to consult works subject to registered consultation only or wishes to submit an application form for an interlibrary loan needs to subscribe him/herself as a user. This occurs in compliance with the Privacy statement of the Librarynetwork (see <https://lib.ugent.be/info/privacy>)

§2. Subscription is free for those holding a Ghent University identification card (staff- of student-card).

§3. The same regulations as mentioned in 3.2 apply for retired Ghent University staff members, staff members of the University Hospital Gent, students and staff members of other educational communities associated with Ghent University.

§4. If for some (technical) reason it is not possible to retrieve the necessary information automatically students and staff members of educational communities associated with Ghent University can acquire a library card if they provide the following information:

- Family name and first name
- Date of birth
- E-mail
- Ghent University Library within the network
- Language
- User type
- Institution (obligatory when using Association-tariff)
- Official address

§5. All other visitors can register as a library user and receive a library card after paying a yearly fee (see <https://lib.ugent.be/info> ) and if they provide the following information:

- Family name and first name
- Date of birth
- E-mail
- Ghent University Library within the network
- Language
- User type
- Institution (optional)
- Official address

§6. The staff- or student- or library-card is strictly personal and cannot be passed on to a third party. The card needs to be presented with each library transaction. The library holds the cardholder liable for all consequences related to situation in which the card is used by a third party. If the cardholder loses his/her card he/she should immediately report the loss of his/her card so the library can prevent it from being used by anyone else. As long as the card is not blocked the cardholder remains responsible for every use of it. A lost library-card can be replaced by paying an administration fee (see <https://lib.ugent.be/info>).

§7. Changes in personal information necessary to provide library services should be reported immediately. Such changes will always be dealt with in compliance with the Privacy statement of the Librarynetwork. Students need to register with their address of service. All costs made by the Ghent University with regard to the non-compliance with the regulations are at the expense of the cardholder. For Ghent University staff members and students their Ghent University e-mail

address will be used to communicate with them.

#### Article 4. Stipulations for borrowing

§1. With regard to the borrowing of works or the registered consultation library users are subject to the registration system of the Ghent University. In case of a dispute, the data of the library administration are binding. The user is responsible for all works registered to his/her name and cannot lend the borrowed works to a third party.

§2. Users can borrow works for a period of maximum four weeks. If there are no reservations for the work in question, the reader can renew its reservation 3 times. Users can borrow a maximum of ten books per library in the network at a time. Easing this directive is only possible on faculty level and with formalized grounding. All other stipulations of the general rules of procedure remain valid.

§3. Borrowed works need to be returned to Ghent University Library. The user remains responsible for the works until the correct return of the works is registered.

§4. The works need to be returned by the user before the borrowing period expires. In order to guarantee library services for all users the library follows strict procedure:

- The user receives automated e-mails with an overview of current loans and deadlines;
- When a deadline is not met, the user receives a specific automated e-mail;
- When a deadline is exceeded by more than a week, a file is made in the library system in which a log is kept of all attempts to contact the reader;
- If all attempts to reclaim a borrowed work remain fruitless an invoice will be made to compensate the loss record by record. The library determines the precise amount to be paid as compensation. On top of the compensation a fixed sum of 25 euros is charged to cover the administration and handling costs. The works remain the property of the library, even when the user paid the requested compensation. Compensations need to be paid immediately upon request.
- If the user fails to pay to do so, the legal department of the Ghent University will take over the case and proceeds with the recovery in question, if necessary using legal procedures of which the costs are at the expense of the user.

§5. The user is requested to treat the borrowed or consulted works with due diligence and commits to returning them in their original state. It is strictly forbidden to take notes on the pages of the works borrowed or consulted or to alter the original state of the works in any other way. Before accepting the works the user should check them on completeness and impairments. Otherwise it is assumed he/she received the works in good condition. In case of impairments or loss, the user reimburses the damage. The library determines the precise amount per record to be paid as compensation. On top of the compensation a fixed sum of 25 euros is charged to cover the administration and handling costs. The works remain the property of the library, even when the user paid the requested compensation. Compensations need to be paid immediately. If the user fails to pay to do so, the legal department of the Ghent University will take over the case and proceeds with the recovery in question, if necessary using legal procedures of which the costs are

at the expense of the user.

§6. As long as a user is in the possession of works of which the borrowing period has expired or works for which he/she owns a fine or compensation, he/she can no longer request, borrow or reserve new works nor submit an application form for an interlibrary loan.

#### Article 5. Library facilities

§1. Priority is given to facilitate research for study and scientific research purposes when using computers present in the sections open to the public.

§2. It is forbidden to change the preferences of the computers, to install software or to pass access codes on to a third party. The use of the IT network in the libraries is subject to the rules with regard to the appropriate use of the Ghent University network ([Reglement voor Correct Gebruik van de ICT-infrastructuur van de Universiteit Gent](#)).

§3. Most databases and journals available in the electronic information sources (e-sources) are bound to certain license terms. Users are allowed to print and download search results for internal use (scientific research, dissertations,...). The search results from these databases and journals may not be used for commercial purposes, further dissemination of the data is prohibited.

§4. Scan machines are at the users' disposal. The library determines which documents are not to be copied or scanned. The user is bound to the regulations with regard to copyright, assumes liability for incursions and protects the Ghent University against third-party liability.

#### Article 6. Interlibrary loan

§1. When a publication is not available in the collection the user can apply for a copy or copied example from a different library by means of an interlibrary loan providing he/she pays a fee. This application goes out to another library outside the Ghent University network (national and international).

§2. The user is bound to the regulations with regard to ILL, assumes liability for incursions and protects the Ghent University against third-party liability.

§3. The application form, the costs and all other information with regard to ILL can be found on <https://lib.ugent.be/info>.