

Bard College Berlin LIBRARY POLICY

Students

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	30	2	€0.10/day
Reserve Shelf books *	3 hours (in-library use only!)	1	1	€0.50/hour
Textbooks **	125 days (semester)	15	0	€0.50/day

* The reserve shelves section is located in the circulation office and it houses new acquisitions, as well as books pulled from the circulating collection at the request of faculty for use by students in their current courses. Reserve shelf books may be checked out for **3 hours** at a time, and are for **in-library use** only. They may be renewed once if no other patron is waiting for them.

** “Textbooks” refers to sets of books the library already owns in larger quantities, usually for BA1 and BA2 core courses. Depending on the available stock, these books are lent for the whole semester first to students on financial aid, and then, students may borrow them on a first-come, first-served basis. To check the available supply of textbooks, search the online library catalog (opac): <http://opac.berlin.bard.edu/>

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 an extra €10 per damaged library item. At the end of the semester or of the academic year, students with library debts will not receive their transcripts or diplomas until their patron accounts have been cleared (debts paid, library items returned).

When the loan period expires, students are asked to promptly 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> 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!**

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

Students may check out a **maximum of 60 items** at a time.

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 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.

Food and Drink 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 upstairs (not in the reading room). A library assistant will re-shelve all library items.

Library Spaces

- Library users are asked to keep the noise level down and the doors shut in order to avoid disturbing other library users.
- Library users are asked to keep library spaces tidy.
- Library users are asked to keep their shoes off the furniture.
- Smoking is prohibited in the entire library building.
- NO drinks or food may be taken inside the library.
- Library users are asked NOT to leave any library items in the garden.
- Study spaces are available on a first come first serve basis only.

Reading Rooms

- The reading rooms are located on the ground floor of K24 and ground floor of K30.
- The reading rooms are accessible between 7:00 am and 10:00 pm every day.
- The reading room in K30 may be reserved by academic clubs only.
- The reading rooms are study spaces. Quiet must be observed at all times.
- NO food and drinks are allowed in the reading rooms and they must be kept orderly.
- NO library items should be left there.
- The last person to leave the reading rooms must ensure that all lights are off and that all doors and windows are tightly closed.

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