



## Kampen TU Library Regulations

Library membership is open to:

- a. Kampen TU staff
- b. Kampen TU students
- c. interested parties

### 1 Registration and Library Card

1. You will receive a personal library card upon registration.
2. A valid ID and a recent proof of address are required for registration.
3. The library card must be signed by the holder when issued. The holder thus testifies that he or she complies with the provisions of these regulations.
4. No library card is required if you only wish to use material on the open shelves.
5. If your library card is lost or stolen, we urgently advise you to report this immediately to the library staff to prevent any unauthorised use of your card and the costs this may incur, for which you will be liable. You will receive a new library card upon payment of administration costs and on production of a valid ID.
6. The card holder's personal data will be used for library administration only and will not be disclosed to third parties. Upon the card holder's request, the card holder's data may be removed from the library administration when the membership ends, provided that all borrowed materials have been returned and all fines have been paid.
7. The library card is valid:
  - a. for Kampen TU staff: for the duration of their employment;
  - b. Kampen TU students: for the duration of their studies;
  - c. for other users: for 1 year.Membership may be renewed after that.
8. The holder of the library card is at all times responsible for any use or misuse of the library card.

### 2 Change of Address

1. You must notify the library of any change of postal or email address in time.
2. Any consequences of not notifying the library of a change of address will be at your own expense and risk.

### 3 Borrowing

1. You are responsible for ensuring that the loan of all materials you wish to take out of the library is recorded on the library system. If you leave the library taking materials that have not been issued to you, you may be expelled from the library, either permanently or for a period to be determined by the librarian.
2. You may borrow books on production of your library card.
3. The maximum number of materials that may be borrowed is:

Kampen TU staff	50
Kampen TU students	25
Staff or students from an academic institute	25
Pastor / theologian	25
Pastor / Gkv Pastoral Worker	25
Occasional borrower	5

Materials in excess of these numbers may be borrowed only in special circumstances and by permission of the librarian.

4. You are not allowed to lend materials to third parties.
5. As a borrower, you are responsible for any damage to materials you borrowed, for not returning them in time, and for loss of them, regardless of the cause. Satisfy yourself that any materials you wish to borrow are in good order. If you discover any damage, report this to the service desk.
6. You are required to pay replacements costs for the replacement of materials issued to you that are lost or damaged beyond repair.
7. Publications that are not on loan can be used in the library. These publications include publications on the open shelves, manuscripts, print books dating from before 1920, valuable and rare books, (unbound issues of) journals, reference works, and other vulnerable materials. TU Kampen staff members may keep publications that are not on loan in their offices for up to 1 week.
8. Publications may be photocopied in accordance with the Dutch Copyright Act (*Auteurswet*). Photocopying vulnerable material requires permission of the librarian.

#### 4 Loan Period and Renewal

1. The standard loan period is 30 days. The library lending out the material may set a different loan period.
2. The material you have on loan must be returned or sent back – securely packaged and postage prepaid – no later than on the final day of the loan period. Sending books through the post is entirely at the borrower's risk.
3. The loan period can be renewed ten times in most cases:
  - via the catalogue; 24 hours a day;
  - by telephone, during library opening hours
  - at the library service desk on production of your library card; during library opening hours.
4. You cannot renew a book that has been reserved by another borrower.
5. If you do not return or renew borrowed materials in time, you will be required to pay a fine in accordance with the provisions below.

#### 5 Fines

1. If you fail to return or renew borrowed materials before the end of the loan period, a fine of € 0.20 for each day will be incurred on any borrowed item (from one week after the end of the loan period).
2. The library sends you 3 recall emails as an additional service. Not receiving the recall emails does not create any rights.
3. Borrowers with outstanding fines in excess of € 10 may not borrow or renew any materials until the fines are paid.
4. Fines must be paid at the library service desk.

## 7 Reservations

1. You may request or reserve materials using the catalogue.
2. You will be notified when a book you have requested or reserved is available. Books requested or reserved will be available for collection for 7 days.

## 8 Other Provisions

1. You must follow all library staff instructions.
2. The librarian, or any person nominated by the librarian, may suspend permanently or temporarily any borrower who breaks Library Regulations from using the library.
3. In cases not provided for in these regulations, the librarian or any person nominated by the librarian shall decide. The librarian is entitled to occasionally deviate from these provisions.

Theological University Library

Postal address: Broederweg 15, 8261 GS Kampen

Address: Groenestraat 160, Kampen

Telephone: +31 (0)38-4471720

Email: [library@tukampen.nl](mailto:library@tukampen.nl)