

## LIBRARY RULES & REGULATIONS

Panteion University Library facilitates mainly Panteion University academic community, however addresses the general public with a wide range of interests. All users have the right to use material within Library premises. **Internal users** who have a permanent or temporary Library card have the right to borrow material. **External users** who do not have a Library card may use the Library for reference purposes only.

The Library supports open access to its resources. Users can search through the online catalogue (OPACIAL) or refer to a librarian for help.

Use of Library material – print and electronic resources – is restrained by national and international laws regarding intellectual property rights protection.

### I. General regulations

1. Orderly conduct and quiet should be maintained throughout Library premises in order to protect studying. Silence must be observed in all Library areas. Mobile phones and other devices which generate sound should be switched off.
2. Users who accompany children are responsible for their safety and conduct in the Library.
3. Reservation of seats is not permitted.
4. Persons with disabilities are granted priority to all resources and services.
5. The Library accepts no responsibility for loss or theft of, or damage to, personal belongings left unattended anywhere in the Library.
6. To maintain a clean environment in the Library, eating and drinking are prohibited. Smoking is strictly forbidden as well as the use of any inflammable material. The use of any material or item which may cause any damage to Library equipment is also forbidden. Rubbish should be placed in the waste bins provided.
7. In order for items to be reshelved, they must be placed on the trolleys or the studying tables of the floor they were taken from. Users are requested not to move material from one floor to another.
8. Library's material and equipment must not be written in, mutilated or defaced.
9. The removal of any material from the Library must be properly authorised and recorded with the use of the Library card (for internal users) and identification card or other official document (for external users) and should not exceed five hours. Removal of material outside the Library is not permitted one hour before closing time.
10. Removal of material from special collections is possible only with presentation of the Identification card at the Circulation desk.

11. The Library Director reserves the right to exclude patrons from the use of the Library and its services in case users exhibit inappropriate behaviour towards Library staff and other users, or show indifference to Rules & Regulations.

12. Personal data of Library's users are protected according to the law 2472/1997 "Protection of the individual with regard to the processing of personal data", European Parliament and Council Directive 95/46/EC of 24 October 1995 "on the protection of the individuals with regard to the processing of personal data and on the free movement of such data" and related European Union directives.

## **II. Borrowing**

### **A. Scope of borrowing – Good use of material**

All Libraries' material can be borrowed except for reference material, rare books, journals and professors' teaching notes.

Careful use of Library material is a precondition for Library's proper operation and users' services. Users who fail to return material in due time or cause any damage or loss of Library material will be required to replace it or pay compensation equal to the double of its market price.

Library Committee and the Senate may impose further sanctions to users who systematically fail to return material in due time, or cause any damage to Library property. Sanctions range from a restriction to borrowing right to a temporary or permanent deprivation of borrowing right.

### **B. Borrowing right – Library card**

All members of the Panteion academic community have the right to borrow material provided they have a valid Library card, permanent or temporary. Library card is required for checking out material or renewals.

Eligible for a permanent Library card are all members of the Panteion university academic community (faculty members, undergraduates, researchers, administrative personnel) and also retired faculty members.

Eligible for a temporary Library card (valid for a period of three years) are doctoral thesis researchers after awarding.

The Library card is issued at the Circulation desk upon presentation of a valid student ID and a passport-size photograph (for undergraduates), identity card (for faculty members and administrative personnel) and confirmation of doctoral thesis awarding for researchers.

Eligible for a temporary Library card, after Director's decisions are: a) faculty members from abroad, acclaimed researchers from Greek and foreign institutions, postdoctoral students, b) researchers with who conduct research.

The temporary Library card is valid for as long as is required depending on user's research project and Director's decision. It is issued at the Circulation desk upon presentation of identity card or passport and a passport-size photograph.

The Library card is for personal use only and is not transferable. Replacement of a lost card is charged with €1,50.

### **C. Borrowing material and loan periods**

Type of Library card (permanent or temporary) does not affect number of borrowed items or loan periods. The following may borrow materials from the Library:

Undergraduate students, ERASMUS students, researchers	5 items	15 days
Postgraduates, postdoctoral students, researchers affiliated with acknowledged institutions, administrative staff, Panteion University PhD holders	8 items	15 days
Academic staff, PhD candidates	12 items	30 days
Disabled persons	5 items	30 days

Books of high demand are designated as short loan material and can be borrowed for an overnight, two days only, or be excluded from borrowing with decision of the librarians or under suggestion of academic staff and as long as it is required.

All external users may renew each loaned item once, provided the item has not been reserved by another user. In special cases, users may renew items of low demand more than once.

Renewals can be done:

- At the automatic borrowing machines.
- By contacting the Catalogue Hold and Renewals Service (requires registration at OPACIAL with student identity number and Library card number for undergraduates or surname and Library card number for academic and administrative staff).
- By phone for disabled persons.
- At the Circulation Desk.

Users must return items in due time if they fail to renew an item.

Internal members have the right to place a hold on up to 2 items (on loan) per time.

#### **D. Loan period violation**

Compliance with rules regarding borrowing and timely return of items is a precondition for proper Library operation and optimum service.

Library users accrue penalty points for overdue items. Each item overdue receives one (1) penalty point per day of overdue. Overdue penalty points are calculated on a calendar day basis with reference to due date printed on the item.

Users who fail to return or renew items within five (5) working days, reach the penalty point limit of 5 penalty points and their library privileges will be suspended. The same applies when users have any other debt to the Library or have not reached the maximum number of items entitled to borrow. Privileges will be reinstated after items are returned.

When penalty points reaches 30, user's borrowing privileges are suspended for one (1) month. In case of penalty accumulation, Library Director and Library Committee propose to the Senate, suspension of borrowing privileges for the following semester. Library Director and Committee may impose penalties to users who systematically fail to comply with borrowing rules. Penalties range from a reduction to number of borrowing items to temporary or permanent abolition of borrowing privilege.

#### **E. Library card expiration**

Internal users whose Library card has expired are obliged to return all overdue material or replace it (according to article II.A.).

In order to graduate, all students receive from the Library a Receipt for Returned Items which deliver to their secretariat. Following, users are deleted from the Library internal user's system file.

Faculty members and administration staff who resign before retirement, lose borrowing privileges as internal users and are obliged to return overdue items or replace them (according to article II.A.).