

Library Regulations

Version 2.0

The library regulations lay down the rules relating to the access to and the use of the libraries at the Artesis Plantijn University College Antwerp (AP) for students, staff and external visitors.

1 Access to the libraries and borrowing of publications

- Students, graduates and staff members of AP have free access to and free borrowing rights at all the libraries of the Association of University and University Colleges of Antwerp (AUHA). Besides the campus libraries at AP, free borrowing rights apply also at the libraries of Karel de Grote-University College, the Antwerp Maritime Academy and the University of Antwerp. They need their student card or staff card to enjoy these rights.
- Students and staff members of partner institutions of AP enjoy free borrowing rights at the libraries at AP mentioned in Annex C. Furthermore, they can borrow publications from other AUHA libraries by purchasing an AUHA library pass.
- Other visitors are welcome after registering at the library reception desk. They can optionally purchase an AUHA library pass to borrow publications.
- The opening hours and holiday periods of the libraries at AP are listed on the website: <http://www.ap.be/bibliotheken>. Borrowing is possible at the latest 15 minutes before closing time.
- Certain publications such as reference works, encyclopaedias, loose-leaf works, journals, newspapers, archivalia, manuscripts and historical documents cannot be borrowed. The specific borrowing conditions are mentioned in the catalogue: <http://anet.be/desktop/ap>.
- Publications that have been lent out can be put aside at the library reception desk or via the catalogue. An email message will be sent when the reservation is ready.
- Publications and articles from other academic libraries can be requested at the library reception desk by bringing along the references. The fee per request is 2,50 euros. A notification is sent immediately upon delivery. The requested works must be picked up within 3 calendar days after the notification date. When requested works are picked up after 3 calendar days, the full cost for the request will be charged.

2 Audiovisual materials

- Students and staff members can borrow audiovisual materials as part of a task or function at the university college (see Annex A).
- The audiovisual materials are very frequently used by students and staff. Therefore, it is important to reserve them in time.

- Before taking the materials, the borrower must sign for receipt. From the moment of signing until the moment of returning them, the borrower is personally responsible for the materials.

3 Databases

- The library has concluded licensing agreements with the publishers for the use of electronic databases. These databases are accessible via intranet: <http://databanken.ap.be>. Use of the databases must always be in accordance with the conditions imposed by the publishers.

4 Good agreements, good friends

- Visitors need to bring their student card, staff card or AUHA library pass with them. It is necessary for borrowing publications and materials.
- A library is a place to study or to search for information. For that reason, the following are forbidden:
 - speaking loudly or making phone calls;
 - eating or drinking;
 - smoking;
 - playing music.
- Each borrowed item is carefully registered. Publications or materials cannot be taken out of the library without permission.
- Reservations must be picked up within 3 calendar days after the notification date.
- Bring the borrowed publications and materials back within the provided period (cf. Annex A) or extend the borrowing period. Notify the library if you cannot return the borrowed items in time, due to circumstances. Late returns without any notification result in a fine (cf. Annex B). A first reminder letter will be sent after a few days. Until the publications and materials are returned and the fines are paid, nothing else can be borrowed.
- Take good care of the borrowed publications and materials, and notify the library immediately in the event of damage or theft. This enables to tackle any problems quickly.
- The borrower is responsible in case of damage or loss, and pays all the costs for replacement or repair of the publications and materials.
- The user of the databases must respect the regulations regarding copyright and off campus use. In case of doubt, enquire from the library staff.
- Respect the library staff. They ensure that the library remains a pleasant place to study and work. In accordance with art. 23.3 of the Education and Examination Regulations of the AP University College, students must follow the instructions of the library staff as well as the rules contained in these Library Regulations. When a student does not follow the rules of these Library Regulations and/or the instructions of the library staff, a disciplinary measure can be imposed according to art. 23.5 of the Education and Examination Regulations.

Annex A: Borrowing terms

Publications and materials

	Max. number of objects	Max. number of weeks	Max. number of extensions
Students, staff, retirees and graduates of AP University College	10	3	3
Entitled members of partner institutions	5	3	3
Students, staff, retirees and graduates of AUHA	5	3	3
External parties	5	3	3

Audiovisual materials (the borrowing term is expressed in x number of days)

Borrowing is only possible via the library of your particular study and always in the context of a course or class assignment!

	Digital audio recorder	Microphone	Headphones	Compact camera	Semi-pro camera	Consumer video camera	Semi-pro video camera	Pro video camera	Data projector	Laptop
Students and staff of AP campus Noord	2	2	2	2		2			2	1
Students and staff of AP campus Meistraat	2	2	2	2		2			2	1
Students 1JOU	2	2	2	2		2			2	1
Students 2JOU	2	2	2	2	2	2	2		2	1
Students 3JOU	2	2	2	2	2	2	2	2	2	1

Annex B: Rates (subject to change)

Registration with the library	Rate	Term
Members of AP University College (and graduates)	€ 0.00	1 academic year
Entitled members of partner institutions	€ 0.00	1 academic year
Members of AUHA	€ 0.00	1 academic year
Graduates of AUHA with AUHA card	€ 5.00	1 academic year
External parties (including borrowing rights in all libraries of the AUHA)	€ 10.00	365 days
Inter-library reservations (only possible for students and staff of AP University College and CVO Province of Antwerp)		
Price per delivered publication or article up to 30 pages		€ 2.50
Articles >30 pages, price per extra page		€ 0.10
Reservations of publications or materials		€ 0.00
Scans		€ 0.00
Prints/copies, price per imprint		
Black & white A4		€ 0.07
Black & white A3		€ 0.14
Colour A4		€ 0.25
Colour A3		€ 0.50
Fines for late returns		
Publications after the expiration of the borrowing period, reminders will be sent via email or post		
1 st reminder regardless of the number of objects		€ 1.20
2 nd reminder regardless of the number of objects		€ 2.50
3 rd reminder regardless of the number of objects		€ 5.00
+ € 0.10 per object per day from 1 st reminder if these are not returned immediately after the 1 st reminder (max. € 1.20 per object). Loans will be blocked after the first reminder for the user involved.		
Audiovisual materials		
Per borrowed object per day		€ 5.00
Maximum debt		
The maximum outstanding debt for fines and inter-library reservations amounts to € 25.00; the user will be blocked until this debt is paid.		

Annex C: Entitled partner institutions

Campus library	Who?
Campus Meistraat	Students and staff of CVO Province of Antwerp
Royal Academy of Fine Arts Antwerp	Students and staff of part-time art education
Royal Conservatoire Antwerp	Students and staff of de! Kunsthumaniora