

Erasmus Brussels University of Applied Sciences and Arts Library Regulations

The *General regulations for the use of the library study environment* were confirmed by the Executive Board of the Erasmus Brussels University of Applied Sciences and Arts on 17 May 2021. Visitors to the library study environment agree with these regulations.

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1. General provisions

1.1. These regulations apply to the following library study environments (LSEs) of the Erasmus Brussels University of Applied Sciences and Arts:

- Library study environment, Jette Campus (Laarbeeklaan 121, 1090 Brussels, bib.jette@ehb.be);
- Library study environment, Kaai Campus (Nijverheidskaai 170, 1070 Brussels, gdt.kaai.student@ehb.be);
- Library study environment, Kanal Campus (Slotstraat 28, 1000 Brussels, bib.kanal@ehb.be).

1.2. The libraries of the Royal Conservatory of Brussels and RICTS School of Arts are not included in this.

1.3. Borrowing recording equipment and other materials via the lending service does not fall under these regulations and is arranged in the relevant departmental regulations and/or user agreements.

1.4. These regulations have been added to the Education Regulations and are therefore an integral part thereof. These regulations are publicised by the university board to the students and staff members of the University of Applied Sciences and Arts at the beginning of the academic year.

1.5. These regulations can be consulted on the library website. The library user is expected to know the regulations and to adhere to them. Only the version on the library website (www.erasmushogeschool.be/biblio) is applicable.

1.6. Suggestions for improvement, comments in connection with the service, the purchasing policy, the collection, the manner of working, etc. can be submitted in writing to the librarian of the LSEs. If conflicts cannot be resolved, they will be laid down before the head of the degree course or the director.

1.7. The student or staff card must be presented with each activity and always when the library staff request it.

2. Definitions

2.1. This document uses the umbrella terms 'borrower', 'student' or 'staff member'. Wherever 'he' is written, 'she' can also be read.

2.2. All forms to which are referred can be found on the library website.

2.3. University of Applied Sciences and Arts = Erasmus Brussels University of Applied Sciences and Arts (EhB), established at various locations in Brussels.

2.4. Library study environment = an infrastructure that consists of a traditional library with paper sources of information, a digital range with which the electronic sources of information can be consulted on campus or remotely, a department with audiovisual materials and work and study places.

2.5. Users = persons who use the service and the facilities of the LSEs.

2.6. Visitors = persons who cannot make a claim on public lending right. They cannot borrow under any condition and their facilities are restricted to: free access, possibility of consulting library materials on location and to copy this for personal use with their own device, consult the catalogue.

2.7. Borrowers = all users who make active use of their right to borrow. There are classified into 3 categories, each with specific borrowing modalities: students of EhB, staff members of EhB and external borrowers.

2.8. Media = All information carriers that have been included in the library collection, depending on their form (monographs, reference works, journals, articles, maps, databanks, visual and sound recordings, etc.) or carrier (paper, optical drives, magnetic tapes, etc.).

2.9. Librarian = the person with final responsibility for the library study environment.

2.10. Digital library = collective noun for the bibliographic and full-text databanks, e-journals and e-books.

2.11. Online user activities = possibility to renew media via the online catalogue, to save references, to acquire an overview of the media borrowed, check outstanding accounts, give an overview of fines paid, make reservations.

2.12. Library website = www.erasmushogeschool.be/biblio

3. Access and opening hours

3.1. The LSEs is freely accessible during opening hours.

3.2. Each LSEs has its own opening hours that have been attuned to the need of those who work or study on campus. These opening hours are posted and are on the library website. Occasional deviations from the opening hours may occur. These are announced in a timely fashion via various channels.

3.3. The catalogue and digital library can be consulted via the library Canvas page (<https://ehb.instructure.com/enroll/HHPDEM>). The canvas page works as a portal. The off-campus access to the digital library is restricted to students and staff members of the EhB. Some licences exclude external use, which means that online access is only possible with the EhB password.

4. Code of conduct

4.1. The LSEs shall be used for educative purposes only.

4.2. The users must respect the study and work atmosphere of the LSEs. So as not to disturb or hinder other users in their work:

- It is prohibited to carry out loud discussions.
- It is prohibited to eat a meal; only water in resealable packaging is permitted as drinks.
- It is prohibited to smoke.
- It is expected that those present in the quiet reading and working areas adapt their behaviour to the peace and quiet intended.
- Audio can only be listened to on PCs with a headphone.
- Group work must occur in a quiet atmosphere.
- When leaving the LSEs, everything must be cleaned up and left in its original condition.
- Paper must be deposited in paper bins and waste in the dustbin.

4.3. If present, the cloakroom is required for bags and coats. The library staff is entitled to open the lockers if there are indications that they are being used for other purposes than those for which they are intended.

4.4. Where there is camera supervision, the images recorded are saved for 30 days. These may be viewed by the person authorised to do so in the service facility. This insofar as it can contribute to proving a crime or damage, to identify a perpetrator, a disturber of the peace, a witness or a victim, as provided in the Law of 21/03/2007 governing the installing and use of surveillance cameras. Saving the images and their use will be applied with the compliance of the personal private life as stipulated in the General Data Protection Regulation (GDPR).

4.5. The user is always responsible for his/her property. The University of Applied Sciences and Arts is not responsible for loss of, damage to or theft of property of users.

4.6. Instructions by the library staff must be followed. The library staff may verbally reprimand anyone who disrupts the peace and quiet and demand that he/she adapt his/her conduct. Upon recurring nuisance (or after a third comment), the student card shall be requested and the irregularities shall be passed on to the head of the degree course or the director, after which a mandatory measure may be imposed.

5. Use of the collections

5.1. With regard to content and level, the collection of the libraries has been attuned to the programmes of study that are organised on the campus in question.

5.2. Works consulted, with the exception of professional journals and newspapers, may not be returned to the racks to prevent incorrect placement.

5.3. Works in the archive (older volumes of a journal, theses, etc.) must be requested from the library staff prior to consultation by completing the relevant form.

5.4. Access to the digital sources via the library website is only intended for personal use in the framework of study or the pursuit of scholarship. Downloading large amounts of material conflicts with the conditions of the licences that the University of Applied Sciences and Arts has concluded and is therefore not permitted. Moreover, each user must adhere to legislation regarding copyrights. Whoever does not adhere to these user conditions shall be denied access.

6. Lending information

Target groups

6.1. Students and staff members of EhB have public lending rights in each library of EhB. Students of the University of Applied Sciences and Arts are automatically registered as borrowers. New staff members of the University of Applied Sciences and Arts are manually entered into the library system.

6.2. Students and staff members of EhB and students and staff members of the association partner Vrije Universiteit Brussel (VUB) may borrow media in every library of the EhB and VUB for free. The student or staff card serves as a library card and must be presented for each loan transaction.

6.3. Students and staff members of EhB may borrow media in libraries of Brussels' educational and research institutions with which EhB has concluded an agreement for loaning. Submitting a valid student or staff card is required for this. The regulations of the library of which use is made apply unchanged.

6.4. When enrolling at EhB, students are automatically included as a borrower in the library system. The library regulations are an attachment to the Education Regulations with which students have declared to agree upon enrolment. Users who can prove by means of a valid student or staff card

that they belong to an educational and research institution or another organisation with which EhB has concluded an agreement for borrowing can be registered as a borrower and subsequently receive that right to borrow in the libraries of EhB. Certain conditions can be linked with enrolment. The conditions are stipulated in the respective agreements and are communicated upon enrolment.

6.5. The borrowing modalities of external borrowers are restricted in certain respects. External borrowers are not entitled to service for which special permission by an educational staff member of the University of Applied Sciences and Arts is required.

6.6. The registered borrower's data is only used for internal library purposes within the University of Applied Sciences and Arts and will not be given to third parties for viewing unless specifically permitted to do so by the party in question.

General provisions

6.7. Reference books of which there is only 1 copy or reference books used as course material are not lent out, nor are journals, theses, loose-leaf works, documentation files, reference works, encyclopaedias, rare and valuable works, dictionaries, etc. The materials are clearly marked as to whether they can be borrowed or not. This status is listed in the catalogue, which applies as ultimate determination regarding making available on loan.

6.8. The number of media that may be borrowed is 5 items for students and external borrowers and 8 items for staff members.

6.9. The borrowing period is 3 weeks for students and external borrowers and 6 weeks for staff members.

6.10. It is possible to extend the borrowing period 1 time (with a maximum extension of 42 days) unless the media are reserved. This extension must take place on the return date at the latest. The application for extension may be done at the counter, by telephone, by email, via the user activities and after payment of any fine owed.

6.11. A few days before the expiry of the loan date, an email is automatically sent to the email address of the borrower to remind him/her to return the borrowed media on time. If the borrower neglects to return the borrowed media on time, a first reminder will be sent by email 1 day after the borrowing period has expired. After 1 week – if this is necessary – a second reminder will be sent, also by email. For students and staff members of EhB, the EhB email address will be used.

6.12. If the borrowed media has not been returned 1 week after the expiry of the borrowing period, as from the following day the borrower is charged € 0.10 per day per item, with a maximum of € 2.50 per item.

6.13. If the borrowed media has not been returned 4 weeks after the expiry of the borrowing period, a reminder letter will be sent to the residential address of the borrower. The administrative and postal charges for this are € 2.50 and are charged to the borrower, plus the fine.

6.14. If the borrowed media has not been returned 12 weeks after the expiry of the borrowing period, the borrower shall be held liable for the loss of the borrowed media. This means that the borrower will receive a registered letter with an invoice at his/her residential address. The invoice includes the following expenses: the fine, the administrative and postal charges for this and the previous letter and the actual replacement value of the borrowed media.

6.15. As long as the borrowed media for which the borrowing period has been exceeded has not been returned, the borrower will not be able to borrow or extend at any LSEs of the University of Applied Sciences and Arts.

6.16. During holidays or closing period, different borrowing periods are automatically applied. Holidays and closing period are not counted as periods for fines.

6.17. Borrowers must return all borrowed media before the summer closing of the LSEs.

6.18. Borrowing is personal: exchanging with and passing media on to third parties is not permitted. The borrower on whose student or staff card media has been borrowed is personally responsible for it. Upon the loss of, damage to or returning an item too late and when, as a result, damage compensation and/or fines must be paid, the borrower on whose student or staff card the item was borrowed is the sole point of contact for the library staff.

6.19. When returning the media, the borrower must wait at the counter until the borrowed media has been effectively accepted by the library staff.

Damage, loss

6.20. Media must be returned in the condition in which it was lent out.

6.21. The media that a borrower wants to borrow must be checked by the borrower for completeness and any damage. Existing irregularities or defects must be reported by the borrower before borrowing.

6.22. Upon loss or damage, the media must be paid pursuant to the actual commercial value. Inserting notes in the media also count as a form of damage. An invoice will be drawn up for the replacement value plus €5.00 administrative costs.

6.23. If the purchase price of damaged or media not returned cannot be traced, a fixed amount of €50.00 per item will be charged.

6.24. If the borrowed media is returned after ordering a replacement copy, the administrative and replacement costs will still be owed. The original media remains the property of the University of Applied Sciences and Arts.

6.25. Damaged media always remain property of the University of Applied Sciences and Arts, even if the user has paid the compensation.

6.26. If a borrower is robbed and the borrowed media is thereby stolen, the victim himself will submit a complaint with the police and provide a copy of the official report to the librarian. In that case, no costs will be charged.

Theft

6.27. It is prohibited to take media that is not registered.

6.28. If they suspect theft, the library staff will request that the content of the backpack, bag, coat, etc. be shown; upon refusal, the police services will be contacted.

6.29. The head of the degree course and the director are always informed, after which they decide whether a mandatory measure will be imposed, or whether disciplinary regulations must be applied.

Special provisions

6.30. Reserving media is possible at the counter, by telephone, via email or via user activities. As soon as the media is available, the applicant is alerted. He/she is given 1 week to collect the media.

6.31. Upon the user's motivated request (e.g. as a result of work placements, theses), the librarian of the LSEs may permit more than the permitted number or works to be borrowed at the same time or that the borrowing period be longer.

6.32. Borrowing for use during the summer holiday for students is only possible after permission from the librarian.

6.33. In order to guarantee students equal access to the library collection, certain lendable reference works concerning courses, projects or assignments may be declared 'temporarily not lendable' by the library staff. Teaching staff must inform the library staff a week beforehand of the references concerning a project by completing the relevant form.

6.34. Works that cannot be borrowed can only be given to teaching staff for educational use in the study activities. They must collect this media themselves and return it the same day.

6.35. Topographical maps can only be lent out with permission from the librarian.

6.36. The library may request that all borrowed media be returned for justifiable reasons.

6.37. The library may provide books or (digital) copies of journal articles from libraries other than those of the EhB via interlibrary loan (IBL) for students and staff members of the University of Applied Sciences and Arts. The manner in which the request must be made can be inquired from the librarian. IBL is not free. There are different rates for students and staff members:

- Students: for this service for national institutions, €3.00 administrative costs are charged per requested item. We collect this charge when the item is requested. The University of Applied Sciences and Arts assume the remaining costs. Other rates may apply for this service for foreign institutions.
- Staff members: if the request fits in with the professional task, the staff member does not have to pay the costs of the IBL request himself. In that case, the costs are borne by the programme of study or the research project.

The requestor is alerted when the requested media is available. The borrowing period, as well as other important user conditions, is made known when the item is collected. The administrative cost is collected at the time of the request for the item. Materials borrowed via IBL are later returned by the library to the library that provided them. The (digital) copies are intended for personal use exclusively.

6.38. If IBL materials are damaged or lost, a claim settlement can be determined in consultation with the institution that had provided the IBL shipment. The requestor will receive an invoice for this, drawn up by the EhB.

6.39. Staff that require media continuously for use with the educational task or for research can submit a proposal (to the relevant head of the degree course) for its purchase in the budget of the programme of study or with research means and they may borrow this material until the end of the current academic year at the latest.

7. Use of the equipment and infrastructure

7.1. There is the possibility of photocopying, printing and scanning in the LSEs. The user commits to honour all provisions concerning the Belgian copyright law and the related legislation. The University of Applied Sciences and Arts will not accept any liability for the violation of copyrights and is entitled to recover any damage resulting from such violations from the user who is guilty of infringement of copyrights or user licences.

7.2. Printing from databanks offered by the library is generally allowed for non-commercial use. The use of electronic sources of information is subject to the provisions of a user licence. These licences contain legal restrictions regarding copyright with which the users must comply.

7.3. The computer networks of EhB are intended for education and research and for activities that support this. For the use of the PCs and other hardware, the users must adhere to the deontological rules of the IT service.

7.4. Library staff must always be informed of problems with the infrastructure.