

# General borrowing policies

## Number of borrowed books and loan period

- You can borrow up to six books (students) or 12 books (staff) at any given time.
- The loan period is two weeks (students) or four weeks (staff).
- Loans can be extended twice, totalling a maximum period of six weeks (students) or 12 weeks (staff).
- Extending loans is only possible if the book in question is not reserved by another user.

## Items excluded from borrowing\*

- Reference books; i.e. dictionaries, encyclopaedias and encyclopaedic publications
- Periodicals; i.e. journals, magazines, newspapers
- DVDs, BluRay, CDs
- Books containing DVDs, BluRay Discs, CDs
- BI theses
- Design materials

\*Exceptions can be made for faculty / staff members

## Fines, suspensions, replacements

Fines for not returning or renewing items by their due date are as follows:

1st overdue notice	One day after due date	0.25€ per item / day
2nd overdue notice	Seven days after due date	-
3rd overdue notice	Fourteen days after due date	Account / borrowing privileges restricted

Suspension of borrowing privileges occurs if an item is not returned with 14 days past its due date. Borrowing rights can be restored after the return of items payment of fines.

## Refund / replacement:

Please see librarian for refund or in case of lost items.

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