

Rules and regulations on the use of the IBCM Library

1. **Library opening hours:** The library shall be open every day (five days a week except on holidays, and weekends) from 10.00-13.00h.
2. **Accessibility of the library:** The library is open to any and every student and member of staff of the IBCM.
3. **Membership of the library:** all students and staff members are considered to be members of the library for the duration of their studies or employment with IBCM.
4. **Library evaluation:** The library possesses registration of all library users for evaluation purposes.
5. **Study options in the library:** Students are allowed to work in the library and accompanying quiet study space: South consultation room no. 204 and North classroom no. 2 on 1st floor, but will keep the noise to a minimum.
6. **Renting and returning of reading material:** Reading material (books and other reading material registered as property of the IBCM library) can be rented out and returned between 10.00-13.00h.
7. **Registration of renting of reading material by students:** Should a student wish to rent out reading material he/she has to present his/her student ID card to the librarian. The librarian will add the student number and the date of borrowing to the book card of the book that is being lent. The student will also sign the book card. By signing the book card the student states he/she acknowledges and will refer to the rules and regulations on the use of the library and the resources it contains.
8. **Registration of renting of reading material by staff members:** Staff members that wish to borrow books from the library will need to sign the book card that accompanies each book in the possession of the IBCM library. By signing the book card they state they acknowledge and will refer to the rules and regulations on the use of the library and the resources it contains.
9. **The librarian will keep the signed book cards:** in his/her possession when books are taken out of the library premises.
10. **Maximum rental period:** The books can be rented out for a maximum period of 14 days.
11. **Maximum number of rented material:** Students and staff members are allowed to rent a maximum of five books at the same time.
12. **Registration of the returning of reading material:** When a student or staff member returns a book, the librarian will register this in both the book card, and the registration system. The book card will be returned to the inside of the book in question and signed by the librarian. Students need to show their student ID card when returning (a) book(s).
13. **Penalty for late return of rented materials:** If a student/member of staff withholds the rented reading material for a longer period he/she has to pay a penalty of 0.50 euro cent per day/per book.
14. **Penalty in case of damaged reading material:** If a student/member of staff damages the lend book he/she has to replace the damaged reading material with a new one, or accept to pay the penalty in the amount of the price of the new book (current market price of the book).
15. **Penalty in case of lost reading material:** If a student/member of staff loses the rented reading material he/she has to replace it with a new copy, or accept to pay the penalty in the amount of the price of the new material.
16. **Renting of books outside library working hours:** If a student/member of staff needs to rent a book outside the library working hours, he/she can do so by visiting Student Service or Quality Assurance.
17. **North library rent** In case the North library is rented on specific day/time, students and staff will be notified in advance via email. In order to get desired books, students and staff need to send their request one day in advance so books can be available at Student Service. Also, in such cases, books can be also returned to Student Service without prior notice.
18. **IBCM library catalogue and JSTOR:** If you want to check what book is available at the IBCM library, you can consult the online library catalogue at: <http://library.ibcmitrovica.eu/>, If you want to access online journals you can do so by browsing the JSTOR database at: <https://www.jstor.org/action/showLogin> and use the following credentials:
Username: ibcmitrovica
Password: ronokofa