



University Library

University of Amsterdam Library User Regulations

Regulations for users of the Library of the University of Amsterdam

General

1. The Library of the University of Amsterdam (hereinafter also referred to as ‘the Library’) is understood to mean the whole body of libraries and facilities of the Library of the University of Amsterdam (UvA).
2. ‘Librarian’ is understood to mean the university librarian (director of the Library) or his representative.
3. ‘Library card’ is understood to mean proof of registration as a member; these regulations are applicable to all libraries and study centres of the UvA, with the exception of the libraries of the AMC, CEDLA and ACTA.

These regulations contain a more detailed description of the UvA-wide house rules and rules of conduct concerning buildings, facilities and grounds of the UvA, as laid down by decision no. 2015cb0317 of the Executive Board of 30 September 2015.

These regulations are in accordance with agreements reached at the UvA concerning the handling of personal data, as laid down in the privacy statement of 25 May 2018

House rules

4. Visitors of the library are to adhere to the rules stated here and to the directions and instructions given by the library staff and the security personnel.
5. All visitors are to behave in accordance with the public order, public morality and prevailing standards of decency and show respect for each other and each other’s property or that of the UvA.
6. The Library uses camera supervision; this supervision is subject to the [UvA Regulations for Camera Supervision](#) (*in Dutch*).
7. The following house rules are applicable when using the facilities of the libraries and study centres:
 - smoking is prohibited in buildings and within a radius of 10 meters of the entrance;
 - visitors only have access to public rooms and spaces;
 - pets are not allowed in the library or study centre, with the exception of guide dogs;
 - libraries and study centres should be quiet;
 - mobile telephones must be set to silent mode inside the library;
 - for reasons of hygiene, food and beverages are allowed only in rooms intended for consuming food and beverages (such as restaurants and cafeterias);
 - if wardrobes and/or lockers are available for stowing coats and bags, using these would be appreciated. Use of the wardrobes and/or lockers is at one’s own risk and expense.
8. It is not allowed to [take photographs or film](#) the interior, the visitors and the staff of the Library without permission.

Access policy

9. The Library’s rules on access are as follows:
 - The library is accessible from Monday through Friday from the time of opening until 18:00 to anyone who wants to make use of the collections and facilities for educational purposes, research or self-study.
 - On Saturday or Sunday and from Monday through Friday, only UvA and AUAS employees in possession of a staff ID card, UvA and AUAS students in possession of a valid student ID

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card and students of institutions of research-oriented higher education with an emphasis on theory (universities affiliated with the [Association of Universities in the Netherlands \(VSNU\)](#)) in possession of a library card of the Dutch consortium of university libraries and the National Library of the Netherlands (UKB) can access the University Library (Singel 425) after 18:00 and the Library Learning Centre after 19:00.

- During the exam period, only UvA and AUAS students, employees and members of the University Library can access the UvA libraries after 18:00 and at the weekends. These exam periods will be announced in good time on the website.

Visitors must show their student ID card, staff ID card, UKB card or library card along with a valid form of ID at the request of library or security staff. Visitors will no longer be allowed access to the library starting 15 minutes before closing time.

Registered as a member

10. University of Amsterdam and Amsterdam University of Applied Sciences staff are registered as members for the duration of their appointment; University of Amsterdam and Amsterdam University of Applied Sciences students are registered as Library members for the duration of their enrolment.

The following persons may also be registered:

- a) staff members or students of another Dutch University;
- b) staff members of the National Library of the Netherlands or the Royal Dutch Academy of Sciences;
- c) others who want to make use of the library for purposes of study and/or work.

For those who belong to categories a) and b), membership is free. Students of Dutch universities receive a UKB card after registering. Those who belong to category c) will be charged a yearly library card contribution. The university librarian decides on the amount charged as contribution. [Registration](#) is possible at any UvA library.

11. In order to register for or renew a library card, identification (with a valid passport or driving license) is compulsory. For students of the UvA and AUAS, the student ID card also functions as their library card; for staff of these institutions, the staff ID card functions as their library card. Students of institutions other than the UvA must show their student ID card (or proof of payment of course fees). Staff members referred to under 10. a) and b) are required to show proof of their status as staff member.

The library card entitles one to use all study and lending facilities at all UvA and AUAS libraries. Loss or theft of a library card should be reported immediately at the desk of one of the UvA or AUAS libraries. A library card is personal and may not be used by anyone other than the holder of the card. A punishment will be given for misuse; cardholders may be held liable for misuse by a third party.

The loss of a card or a change of address should be reported via the contact page on the [website of the UvA library](#) or at a desk of one of the UvA libraries.

Personal data

12. The Library makes use of personal data in order to follow the lending procedure, including for the purpose of sending out reminders and information about members' reserved items. The personal data may also be used to keep members informed of changes made to the lending procedures and for sending out announcements about the Library's services. See also the [UvA Privacy Statement](#).

Borrowing

13. Any person who borrows works/material/devices from the Library commits himself/herself to:
 - immediately return all work/material/devices upon first request or before these expire;

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- not to lend the borrowed items to a third party or to take these abroad;
 - to pay compensation (and any administrative costs and collection charges) in case of loss of or damage to or any other depreciation of the works/material/devices borrowed or consulted.
14. If the lending period is exceeded, a fine will be imposed. These fines have to be paid when returning the item(s). The arrangement for and amount of the fines can be found on the Library's website.
15. A member can request and borrow a maximum of 50 works at any given time. The librarian is entitled to refuse to allow the consultation or borrowing of items if he deems this to be in the best interest of the Library.
16. In certain cases, reproducing sections of the works, or having these reproduced, is prohibited without the librarian's permission. Please consult the Library staff to obtain more information about this (and to pay any compensation owed).

Rules applying to members who have an IBL account

17. Interlibrary loan system (IBL) accounts are issued only to members in possession of a valid library card from the UvA/AUAS Library; these accounts are personal and are not transferable to third parties. The member is personally responsible for specifying their own email address and other user data correctly *and* for keeping the login details of the IBL account secret.
18. The Library is *not* responsible for the misuse of IBL accounts. As soon as a loss or theft is reported, the IBL account is immediately blocked by the Library.
Any costs resulting from misuse by third parties will borne by the member.
19. If desired, the IBL account can be blocked by the Library.
20. The fees charged for opening an IBL account can be found on the Library's website.
21. If an IBL account is not used for a period of two years, the account will be cancelled, and any remaining credit balance deleted.
22. The books received and borrowed via IBL must be returned before the lending period of four weeks has expired. This can be done at any of the UvA/AUAS Library locations.

Use of study spaces and access to UvAnet

23. The study spaces, PCs and network facilities in the library are available for study purposes only. If they are used for other purposes, the Library staff can request that this use be discontinued. The [UvAnet and ICT Rules of Conduct](#) apply to the use of the UvA network and/or ICT/network apparatus.
24. A study space with a PC must be used as such; if a user is not logged in, Library staff can ask that user to free the space for a user who is waiting for a space with a PC.
25. Users of student PCs are responsible for saving/managing their own files. The UvA saves these files only temporarily. See the information on the start screen. When leaving a study space, users must always log off to prevent abuse of their account by third parties.
26. If a study space with a PC is not used for longer than 20 minutes, Library staff are allowed to free the space and log the user off.

Complaints

27. Complaints can be made to the sector Public Services of the University Library via the contact page on the [website of the UvA library](#) or the printed complaints form. All complaints will be answered by email within two weeks.

Final provisions

28. Users of the library, study spaces and the UvAnet are liable for any damage caused to the UvA as a result of and connected to the use of the study spaces, available equipment, materials made available, furniture and UvAnet.



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The UvA is not liable for damage to and/or or theft of personal property of users or visitors. In the case of personal injury, the policy for incidents, laid down by decision no. 2015cb0319 of the Executive Board of 30 September 2015, will apply. In the case of unauthorised changes, vandalism and/or damage to property mentioned above in this context, the loss will always be recouped from the perpetrator. In the case of theft, it will always be reported to the police.

29. The study spaces, the UvAnet and the connected systems are designed with the utmost care in order to ensure the highest standard of dependability. The UvA can never be held liable for any damage caused by or connected to the use of study spaces and the UvAnet.
30. The university librarian is entitled to deviate from the rules laid down in these regulations at his own discretion and he is the arbiter of any issue not foreseen by these regulations.
31. If any of the rules or instructions under or pursuant to these regulations are violated, access to the library can be denied for a period still to be determined. The person concerned will be notified in writing if they are denied access to the library. Staff and students who are denied access to the library may lodge an objection to this in accordance with the UvA's [Regulations for handling complaints](#).

29 July 2020