



Conditions of Use – VU University Library (UBVU)

1. Library Card/Student Library Card

1.1 A User of the Library is any person to whom an VU Library (UBVU) Card has been issued, be this a Student Library Card in the form of a barcode on the Student Identity Card or a Group Library Card as described in Article 1.3 below.

1.2 A Library Card or Student Library Card will only be issued upon presentation of an identity document (valid passport, driving licence or other officially-recognized identity document) or, as appropriate, a Student Identity Card together with proof of registration as a student of the Vrije Universiteit (VU) for the current academic year.

1.3 A Library Card issued to a member of VU/VUmc staff shall remain valid for a period of one year following the date upon which the said member of staff ceases to be employed by the VU/VUmc.

1.4 A Student Library Card ceases to be valid from the moment that the holder ceases to be a registered student of the VU.

1.5 Other types of Library Card not described above are issued for a period of one year, upon presentation of an identity document (valid passport, driving licence or other officially-recognized identity document) and payment of the appropriate fee. Such Library Cards may be renewed on an annual basis.

1.6 VU and VUmc staff and students who are not yet recorded in the staff administration system or the student administration system may apply for a Temporary Library Card. Such a Card is issued for a maximum period of three months.

1.7 Upon receipt of the Library Card, the User agrees to abide by the Rules and Regulations of the Library. The UBVU reserves the right to impose additional rules and regulations in respect of the use of specific collections.

1.8 The fees charged for the issuance of a Library Card or Student Library Card shall be determined by the Head Librarian.

1.9 All Library Cards and Group Library Cards remain the property of the UBVU.

1.10 The User is required to present and/or surrender his/her Library Card to any on-duty member of UBVU staff upon request.

1.11 In the event of the loss or theft of his/her Library Card or Student Library Card, the User shall inform the UBVU thereof without delay, either in person or in writing. Receipt of such a report shall be confirmed in writing as soon as is possible.





1.12 Upon the issuance of the written confirmation of the loss or theft of his/her Library Card or Student Library Card, as described in Article 1.12 above, the User shall become exempt from any liability which may arise out of the misuse of the said Card.

1.13 Following the loss or theft of a Library Card, the holder thereof may request, in writing, a replacement Card or - as the case may be - a replacement barcode for the Student Identity Card. Any such replacement Card or barcode shall only be issued upon the settlement of any debts outstanding in favour of the UBVU.

The Head Librarian shall determine the fee for any such replacement Library Card or barcode.

1.14 The User is required to inform the UBVU of any change of address, unless he/she is a registered student of the VU (in which case such a change of address should be reported to the Department of Student Service) or a member of the VU or VUmc staff (in which case such a change of address should be reported to the Personnel Department of the VU or, as the case may be, the VUmc).

1.15 The UBVU reserves the right to provide assistance to checks of the addresses of Users of the UBVU which may be requested by the loans administration services of other university libraries, of the Royal National Library (Koninklijke Bibliotheek) or of the Royal Dutch Academy of Sciences (KNAW), and in so doing to provide the address of a User to such an institution upon request.

2. Opening hours and conduct on UBVU premises

2.1 The Library's facilities are available for use by holders of a valid Library Card or Student Library Card.

2.2 The opening hours of the Lending Desks and the Reading Rooms shall be determined by the Head Librarian.

2.3 Users are entitled only to use the public areas of the Library during the opening hours of the Library.

2.4 Jackets, bags, etc., as well as any objects which - in the opinion of the Librarian - may cause a disturbance and/or damage, are prohibited in the Reading Rooms.

2.5 Smoking and the consumption of food or drink are prohibited in the public areas of the UBVU. Animals will also not be admitted.

2.6 Silence should be observed in the Reading Rooms. Users who talk and/or otherwise cause a disturbance in the Reading Rooms may be ejected.

2.7 Users are required to allow their bags to be inspected by on-duty members of UBVU staff immediately upon request.

2.8 The User shall be liable for any damage which he/she may cause to the collection (including electronic documents and databases), property and/or premises of the UBVU.





2.9 In the event of an emergency, as well as during evacuation exercises, the User shall be required to observe any order to evacuate the UBvU and to follow precisely any other instructions pertaining to the circumstances.

2.10 The UBvU shall not be liable for any theft of or damage to the User's property which may occur on the premises of UBvU or the VU.

3. Lending

3.1 The Head Librarian shall - in consultation with the relevant Library Committee(s) or, as appropriate, the University Libraries Committee (UBC) - determine which categories of material from the Library's collection shall be made available for lending. He/she shall also - again in consultation with the relevant Library Committee(s) or, as appropriate, the UBC - determine the terms and conditions under which the various categories of material may be lent.

A User may have no more than 50 items from the Library's collection on loan or drawn for inspection at any one time.

3.2 The User is forbidden to lend any item which is on loan from the UBvU to any third party, or to lend his/her Library Card or Student Library Card to any third party.

3.3 The User is required to return any item which is on loan from the UBvU to the Library on or before the fixed date of expiry of the loan.

3.4 A User who fails to comply with the terms of Article 3.3 above and who has not negotiated an extension to the period of the relevant loan may become liable to payment of an administrative charge. He/she may also be excluded from the facilities of the UBvU, notwithstanding his/her obligation to return any items borrowed from the UBvU's collection. The level of any such administrative charge and/or the length of any such exclusion shall be determined by the Head Librarian.

3.5 The User is required to handle any item in the UBvU's collection with care. The User is forbidden to make any marks on/in, to fold any page of, to underline or highlight words on/in, or in any other way to cause damage to any item in the collection.

3.6 Any User who damages, mislays, loses, fails to return or is in any other way negligent in respect of any item in the UBvU's collection or for which the UBvU is responsible may be held liable therefor. Such liability may encompass the cost of replacement of and/or repair to the item(s) in question, as well as any other costs incurred. In such circumstances, the Head Librarian may also exclude the said User from using the UBvU, either permanently or for a predetermined period of time.

3.7 Any User who has any debts outstanding in favour of the UBvU may be excluded from using the Library. No refunds shall be made in respect of fees charged for Library Cards.





4. Computer and Network Use

4.1 VU University Library offers computer and networking facilities to staff and students with their VU-net-id. Access to external users will only be given in person at the desk on presentation of an identity document (passport, driving license or identity card). It is not permitted to give your access data to third parties. Users of the VU network must adhere to the code of conduct for computer and network use (see www.vu.nl, search term 'conduct').

4.2 The copying of a resource has to be in accordance with the terms and conditions of the publisher. Reading access to these conditions can be obtained via vraag.ub@vu.nl.

4.3 Any person who will download, print or copy resources available through the UBvU thereby accepts the terms and conditions applicable to these resources and indemnifies the UBvU for any liability resulting from the use.

4.4 Typically, any any files or articles available through the UBvU may be used only in education and research at VU University and VUmc or for personal, non-commercial purposes. One of the specified conditions is that prints, photocopies or reproductions are not to be used for any purpose other than private study, scholarship or research at VU University. If electronic transmission of material is used for purposes in excess of what constitutes "fair use," user may be liable for copyright infringement.

4.5 Systematical downloading, printing, saving, or distributing of substantial parts of information in print, on CD/DVD or otherwise (e.g. the printing of complete journal volumes) is prohibited.

5. Other facilities

5.1 UBvU luggage lockers are available to library users for day use. After use or at closing time the lockers should be left open.

5.2 UBvU reserves the right to open lockers after closing time and take the goods into custody. Valuables will be transferred to the reception. Other belongings will be destroyed after four weeks.

5.3 Storing valuables in a safety deposit locker is at the user's risk.





6. Additional regulations

6.1 Users of the UBvU undertake to observe the present Regulations, as well as any instructions issued by an on-duty member of the UBvU staff. Should any user fail to observe these Regulations or any such instructions, then the Head Librarian may exclude him/her from using the UBvU's facilities, either permanently or for a predetermined period of time.

6.2 In any circumstances not covered by the present Regulations, the decision of the Head Librarian shall be final.

6.3 Complaints in respect of the enforcement of the present Regulations may be submitted, in writing, to the Head Librarian.

6.4 Objections to the decisions of Head Librarian may be submitted to the Executive Board of VU University.

6.5 Modifications to the present Regulations may be made by the Head Librarian, subject to their approval by the UBC.

