

LIBRARY Regulations

The regulations have been established by CITY College Library and reviewed by the Library Committee.

Policy Statement

Every person admitted and given permission to use the Library material, equipment, facilities and services is obliged to know and follow the Library Regulations.

I. Library Material Regulations

- All Library materials included in the **Main Collections** are shelved on both floors of the Library and may be borrowed for an appropriate loan period, as determined by the Library Regulations. The Library staff shall have the power to allow the recall of an item at any time, including before the expiration of the normal period of loan.
- Items designated as **Reserve Material** for the purposes of the Academic Units (such as textbooks, books, personal copies of items, journal articles and/or photocopies, disks, audiovisual materials, etc), are kept at a special section, near the Library Issue desk and are available for internal use only by CITY College Students. These items are not available for loan for the duration of each Unit. All students before removing from the shelves Reserve Material, are obliged to leave their name and title of the book to the Librarian.
- Items included in **Short Loan Collection**, such as required recommended readings for specific Academic Units and books-in-high demand for projects, assignments and tutorials are held near the Issue Desk. Items included in this collection may be borrowed for limited periods only. These periods are stated in a notice at the Library Issue desk and website. Strict fines are imposed for late return of borrowed items.
- **The Periodical Collections** (Journals and Magazines) are kept in folders on the second floor of the Library premises and are arranged on shelves alphabetically by title. Current periodical issues are first displayed for a short period of time at a special Display Board. All Periodicals should be delivered directly to the Library and shall be used within its premises.
- **Reference Material** marked 'R', such as Dictionaries, Encyclopaedias, Biographies, Handbooks etc., shall not be available for loan.
- **New Library Acquisitions** before being available for loan, are displayed on separate shelves for a small period. During that time, users are not permitted to remove those books from the shelves.
- Materials that are not available for loan may be taken for use outside the Library premises, only by special permission authorised by the Head Librarian.
- The Library's Notice-Board shall give information concerning New Acquisitions, Current Periodical Subscriptions, Electronic Information Services or any change of Regulations and Library Working Hours.

II. Library Use Regulations

The following are entitled to borrow books and other library materials from the Library in accordance with these regulations:

- All registered Students of CITY College.
- The Academic Staff of CITY College.
- The Research Staff and Students of CITY College.
- All registered Graduates of CITY College.

Registration

All Users must register with the Librarian before borrowing for the first time. Membership forms with personal details are completed by each applicant, while any change of address or telephone must be notified at once.

City College Students in order to register must show to the Librarian their personal Identification Card.

Library cards

- Every user, after completing the registration form, will be issued with a Library Borrowing Card and a Library Membership Card. The Library Cards are strictly personal and cannot be used by another Member. Each user must have his or her Library Cards when using the Library and while borrowing.
- Each user is responsible for the security of the Cards. The loss or theft of Library Cards must be immediately reported to the Library Issue desk in order to prevent unauthorised use.

Borrowing entitlement

The number of items each can borrow from the Library depends on the "borrower category". The maximum number of items borrowed by a user each time is:

- **Undergraduate students:** five books (3 from the Computer Science, Business Studies or Psychology Sections and 2 from other Sections) and three cassettes or videotapes from the Audio-visual Collection.
- **Postgraduate students:** five books (3 from the Computer Science or Business Studies Sections and 2 from other Sections) and three cassettes or videotapes from the Audio-visual Collection.
- **Academic staff:** ten books it total.
- **Research students and staff:** ten books it total.
- **Short loan items:** two items.

Borrowing periods

The period of borrowing again depends on the "borrower category". The maximum period for each category is:

- **Undergraduate students:** two weeks for all books, cassettes or videotapes.
- **Postgraduate students:** three weeks for all books, cassettes or videotapes.
- **Research students and staff:** a month.
- **Academic staff:** a month provided that the books are not requested by another user in the meantime. After the end of the loan period the books must be returned to the Library.
- **Short loan items:** three days or weekends.

Renewals

- After the expiration of the borrowing period, books may be reissued to users, provided that the books in question have remained in the Library for two weeks following their return.
- Short loan items may not be renewed.
- All items (books, cassettes and videotapes) may be renewed by email or telephone or in person.
- The librarians shall have the authority to limit or extend the loan period of certain items or forbid their loan when considered necessary.

Returns

- All users must have their Library Card when returning borrowed items.
- All items should be returned directly to the Library during its working hours.

Late return or damage of material

- The Librarians make telephone calls or send emails notices to all users who have overdue items and should be returned to the Library.
- Users who fail to return an item by the determined due date, will be charged with a fine of 0.30 cents per day for each item that is returned late.
- Users shall be held responsible for any loss, or damage of Library Material that is in their possession and may be required to pay full costs of replacement or repair. Such loss or damage should be reported immediately to the Library Issue Desk, and the Librarian shall determine the amount to be paid.
- Users deliberately damaging Library Material shall be liable to a fine and/or suspension from borrowing entitlement.
- Users intentionally removing Library Material of any kind, shall be suspended from borrowing entitlement permanently.

III. Copying Facilities

- Copying facilities are available in the Library for use by registered students or members of the College staff. The facilities should be used for the purpose of research, study or other proper and lawful use (Law 2121/93, Law 3049/2002 article 14 and Law 3057/2002 article 81).
- Single photocopies of extracts from printed works (e.g. one article from a journal or one chapter from a book) can be made provided the copy is for research or private study.
- Users cannot photocopy or digitize large amounts of printed works (e.g. an entire book or an entire journal issue).
- The Library expects users to comply with copyright policies. The use of the facilities for a purpose which constitutes an infringement of copyright is forbidden. In case of an infringement, strict penalties apply, which may result in termination of the right to use the Library.
- The Copying facilities should be used only during the Library's working hours.

IV. Conduct of Users

- Users must not misuse, damage, use or move, without permission any equipment or furniture of the Library.
- Users should be quiet, while using the Library and not disturb others.
- Mobile phones and personal audio equipment should be switched off while using the Library.
- No smoking is permitted within the premises of the Library.
- No food or drinks are allowed in the Library.
- Users leaving the Library premises may be required to present for inspection any library materials in their possession and any bags capable of containing library materials.
- The reservation of seats in public areas is not permitted. Books and other items left unattended on chairs, reading tables or computer labs may be removed by the Library staff. Photocopies or printouts left in those areas at closing time will be cleared away. The Library accepts no responsibility for personal belongings left in the premises.
- The Librarians have the authority to determine whether a user's behavior is proper, and if this behaviour inconveniences other Library users, or causes damage in the Library. In such case users may be excluded from the Library premises for the remainder of that day or are obliged to make good of any damage caused.

V. Opening & service hours

- The Library maintains full posted opening & service hours. The Library remains open every day from 9:00am to 9:00pm and from 9:00am to 02:00pm on Saturdays.
- When the availability of particular services, collections, study areas or equipment is more restricted than the regular opening hours, details are displayed on the library notice board and email notices are sent to users.
- The hours of opening may be subject to changes during holidays and Summer vacation. Announcements will be shall be posted at the Library entrances and on the Library website.

The Library Committee will on a regular basis review the effectiveness of the Library Regulations.

