



## Leiden University Libraries Circulation Policy

### Article 1. Library card: the LU-Card

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Leiden University Libraries uses the Leiden University 'LU-Card' as library card. A valid and activated LU-Card offers access to the libraries in accordance with UBL access policies, and is evidence of your library membership. Your account and LU-Card offer the option to borrow and/or consult materials from Leiden University Libraries (hereafter referred to as UBL).

#### 1. *Membership fees*

##### a. Library membership is free for:

- Leiden University students, staff, external PhD candidates, (PhD) graduates and Professors Emeriti;
- KITLV staff and research fellows;
- Leiden University HOVO students;
- Individuals enrolled in a language course at Leiden University's Academic Language Centre;
- Staff of LUMC, GGZ Rivierduinen, Leiden museums, the National Library of the Netherlands (KB), ASC, IIAS, INL, NINO and research institutes affiliated with [KNAW](#) or [NWO](#);
- Members of the Maatschappij der Nederlandse Letterkunde, the KITLV Learned Society, the 'Vereniging Vrienden van het Instituut Kern', and the Società Dante Alighieri Leiden/Den Haag;
- Members of the '[Friends of Leiden University Libraries](#)' foundation who pay a yearly contribution starting at 95 euros or who have become 'Friend for Life';
- Staff and students of Dutch universities affiliated with [VSNU](#);
- Students of Dutch universities of applied sciences affiliated with the [Vereniging Hogescholen](#).

- ##### b. Visitors not eligible for a free membership who wish to make use of UBL borrowing facilities, can buy a paid membership for an annual fee of 30 euros. The fee for a day/week pass, offering the option to use materials within the library, is 10 euros.

## 2. *Obtaining a library account and LU-Card*

- a. Leiden University students, staff, alumni graduated after August 2006, and KITLV staff and researchers are automatically registered for a library membership through their university (ULCN-)account. The LU-Card can be requested [online](#).
- b. LUMC and GGZ Rivierduinen staff can request an account and LU-Card at the Walaeus Library desk only.
- c. All others can request the LU-Card and library membership at one of the UBL library locations, except for the Law Library and the Van Steenis book pickup location.

## 3. *Personal identification*

Upon requesting or renewing a library membership as mentioned under Article 1.2.c., the user must bring a valid means of identification (passport, Dutch driving licence, European identity card or Dutch residence permit). If a user is (still) eligible for free membership, evidence of this has to be provided.

## 4. *Contact details*

Users are obliged to inform the UBL of any changes of (e-mail)address within one week. Any consequences as a result of failing not to relate changes on time, are at the user's own risk.

- Leiden University students can change their address through Studielink.
- Leiden University alumni graduated from August 2006 use the contact form on the Leiden University [alumni webpage](#).
- Leiden University and KITLV staff communicate changes to the human resources department of their faculty or department through Self Service.
- Others communicate (e-mail-)address changes at the UBL.

5. Both your account and LU-Card are not transferable and strictly personal. Users are responsible at all times for the use or abuse of their library membership (ULCN)-account and LU-Card.
6. Loss or theft of the LU-Card has to be reported immediately, so that the card can be blocked to prevent misuse. Users will be charged a 15 euros fee for a replacement LU-Card.
7. When using the account and/or LU-Card for library access and services, users agree to abide by the Leiden University and UBL rules of conduct and circulation policy.

## Article 2. Borrowing

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1. Library materials may be collected from the book lockers (if present) or the library desk. Upon requesting library materials using the catalogue, you may select the pickup location of your choice:
  - University Library;
  - Law Library;
  - Social and Behavioural Sciences Library;
  - Wijnhaven Library, The Hague;
  - Science Library;
  - Van Steenis Depot;
  - African Studies Centre Leiden Library;
  - Walaeus Library.
2. Requested materials will be kept for the user for 5 days, starting when the book is put on hold.
3. The maximum number of publications from the UBL that can be taken out at a single time is 50.
4. When picking up requested materials, users should always be able to identify themselves by means of the personal LU-Card.
5. It is not allowed to have third parties borrow materials with the user's LU-Card or transfer borrowed materials to others.
6. The user is liable for any overdue returns, damage, loss or theft of borrowed materials, regardless of the causes. The user should ensure that the materials taken out are in good condition. If this is not the case, this has to be reported as soon as possible to the pickup location's desk.
7. It is not permitted to make any modifications, such as annotations or underlinings, in borrowed library materials.
8. Borrowed materials may not be taken outside of the Netherlands.
9. The following materials can only be used inside the UBL and are not available for loan: items published before 1900, letters, manuscripts, maps and atlases, loose-leaf publications, books of irregular size, journal issues (except at the University Library), some audio-visual materials, rare or valuable materials, and damaged or vulnerable works. This list is not exhaustive. Materials may be made available for use within the library for a single day. In the University Library these items can only be consulted in

the Special Collections Reading Room. Apart from mentioned categories, all items shelved in the study areas - including the Special Collections Reference Libraries and course reserves - are non-circulating.

### Article 3. Reserving items on loan

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Users may reserve materials that are out on loan, using the catalogue. The current user will be notified, and the item's due date cannot be extended anymore.

### Article 4. Loan period and due date

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1. The standard loan period is 3 weeks.
2. For overdue library materials reserved by another user, overdue fees will be imposed the day after the due date has passed.
3. The status of your loans can be checked via 'My account' in the [catalogue](#).

### Article 5. Renewals

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1. The maximum loan period, in 3-week renewal terms, is 3 months. For Leiden University, KITLV and LUMC staff, a maximum loan period of 1 year applies.
2. During the maximum loan period, the due date for borrowed items will automatically be renewed by the library, in 3-week terms, provided the items have not been reserved by another user.
3. Loans can be renewed using the catalogue, by the user, provided the maximum loan period has not been reached and the items have not been reserved.
4. When the maximum loan period as mentioned in Article 5.1 has been reached, renewals are no longer possible. If the user wishes, any items that have not been reserved by another patron may be shown at the library desk and borrowed once again.

### Article 6. Returning borrowed materials

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1. Borrowed materials have to be returned to the library, at the latest, on the last day of the loan period.

2. Borrowed materials may be returned at any of the UBL library locations. The user can ask for a return receipt during desk opening hours.
3. The use of the return box is at the user's own risk.
4. Items may be returned by post, provided they are securely packaged and carry sufficient postage. The user is liable for shipping.
5. When the library system shows an item is checked out, the user will be held responsible in case of loss.

## Article 7. Notices

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1. The UBL will issue patrons with several notifications by e-mail, such as library account overview notices, maximum loan period notices, overdue notices, and notices in case a borrowed book is reserved by another user.
2. Sending notices is a courtesy of the UBL. No rights can be derived from not receiving them. It is the user's responsibility to be aware of the due date of all borrowed materials and to hand them in on time.
3. All library e-mail notices to Leiden University students, and to Leiden University alumni graduated from August 2006, will be sent to the Leiden University uMail address.
4. E-mail notices to Leiden University and KITLV staff will be sent to the Leiden University faculty e-mail address.

## Article 8. Overdue fee regulations for reserved items

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In case reserved items are not handed in on their due date at the latest, an overdue fee will be imposed:

- The overdue fee will start at 5 euros on the day after the loan period has ended. The user's library account is blocked.
- The overdue fee will be raised with another 2 euros per day for each reserved overdue item, during the week following the due date.
- After 7 days, the replacement fee regulations as stated in Article 9 will take effect.
- The user's library account will remain blocked until the reserved items have been returned to the library and the overdue fee has been settled.

## Article 9. Replacement fees and regulations in case materials remain overdue

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If borrowed items have not been returned 21 days - 7 days for any item reserved by another user - after the due date has expired, the UBL will send a notice of default by post and by e-mail. Your library account will be - or will remain, respectively - blocked. This notice will announce the assignment of the claim to a debt collecting agency, and a provisional fee for 75 euros replacement costs per book plus collection fees (15 % of the total replacement value with a minimum of 40 euros excluding VAT) in case the items will not have been returned within 15 days. For reserved items, the initial overdue fee will still apply.

UBL has the right to take up legal actions without notice in the event that borrowed items are not returned in time and fees are not settled. Any accompanying costs - in addition to mentioned debt-recovery costs - are to be paid by the user.

## Article 10. Loss, theft or damaged items

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1. The replacement fee in case of loss, theft or irreparable damages equals 75 euros replacement fee per book, and, if applicable, collection fees (15 % of the total replacement value with a minimum of 40 euros excluding VAT). No debt-collecting procedure will be initiated when users report loss or damages at the UBL, and pay the replacement fee within the set time-limit.
2. In case of reparable damage to materials on loan, the repair costs will be charged to the user. The librarian will determine the extent and cost of the damage that will be charged.

## Article 11. Suggestions and complaints

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In case you are not satisfied with our services and/or borrowing procedures, you can file a suggestion or a complaint using our online form. Please find more info on the procedure at <https://www.library.universiteitleiden.nl/about-us/contact/suggestions-compliments-and-complaints>.

## Article 12. Other regulations

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1. Users are required to follow the directions of library staff.
2. When visiting one of the libraries, Leiden University's 'Regulations for the use of university buildings, grounds and other facilities' apply.
3. In exceptional cases where the regulations do not cover an issue, the University Librarian and Director of Leiden University Libraries or his authorized representative will make a final decision. The University Librarian and Director of Leiden University Libraries is authorized to, in exceptional circumstances, deviate from the conditions set out in this document.
4. The University Librarian and Director of Leiden University Libraries or his authorized representative retains the right to (temporarily) withdraw access to the use of UBL facilities of any user that does not abide by the regulations as set out in this document and/or in the Leiden University 'Regulations for the use of university buildings, grounds and other facilities'. Exclusion from borrowing facilities and/or denial of access to a library will be carried out by means of a letter by registered mail from the University Librarian and Director of Leiden University Libraries.
5. In case of exclusion from borrowing facilities and/or denial of access to a library, the user may appeal to the Executive Board of Leiden University by sending a letter of objection, within 6 weeks after the decision, to the Executive Board, c/o the Committee for Appeals and Objections, P.O. Box 9500, 2300 RA, Leiden. You may also send the letter by e-mail to [secretariaat-jz@bb.leidenuniv.nl](mailto:secretariaat-jz@bb.leidenuniv.nl). Please include a copy of the decision you are objecting to, and your grounds for appealing.

University Librarian and Director of Leiden University Libraries

Kurt De Belder

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