Leiden University Libraries Circulation Policy

Article 1. Admission and LU-Card

Leiden University uses the LU-Card for various applications. It is not only a personal identification and library card, but also provides access to University buildings and is used as a print and copy card. With a valid and activated LU-Card you can borrow and/or consult materials from Leiden University Libraries (hereafter referred to as UBL). The LU-Card provides access to the University Library building and is evidence of your library membership.

1. Free membership
   The following individuals are eligible for a free membership:
   • Leiden University students (including HOVO) and staff
   • Leiden University external PhD candidates
   • Leiden University graduates and PhDs
   • KITLV staff and research fellows
   • Leiden University Professors Emeriti
   • 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, de Vereniging KITLV (KITLV Learned Society), and the Società Dante Alighieri
   • 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’
   • Individuals enrolled in a language course at the Leiden University Academic Language Centre
   • Staff and students of Dutch universities affiliated with VSNU
   • Students of Dutch universities of applied sciences affiliated with the Vereniging Hogescholen

2. Paid membership
   Any individuals ineligible for a free membership wishing to use the UBL can request a paid membership for an annual fee of 30 euros. The fee for a day pass is 10 euros.
3. **Obtaining the LU-Card**
   - Leiden University staff, students, alumni graduated from 2006, and KITLV staff and researchers are automatically registered for a library membership. The LU-Card can be requested [online](#), at Plexus (students), or at one of the LU-Card desks at the UBL (staff and alumni).
   - Staff of the LUMC and GGZ Rivierduinen can only request the LU-Card at the front desk of the Walaeus Library.
   - Any other individuals can request the LU-Card and library membership at one of the LU-Card desks of the UBL.

4. Upon requesting or renewing a library membership the user must bring a valid identification (passport, Dutch driving licence, European identity card or Dutch residence permit) and proof of address. If a user is eligible for free membership according to the categories as stated in paragraph 1, evidence of this has to be provided.

5. The membership card is not transferable and strictly personal. The user is responsible at all times for the use or abuse of the library membership account and LU-Card. Loss or theft of the LU-Card has to be reported to one of the LU-Card desks immediately so that the card can be blocked to prevent misuse. Users will be charged a 15 euros fee for a replacement LU-Card.

6. When accepting the LU-Card, users agree to abide by the rules of conduct and circulation policy of the UBL.

**Article 2. Change of address**

Users are obliged to inform the UBL of any changes in 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, LUMC and KITLV staff members communicate changes to the human resources department of the faculty or department through Self Service.
   - Other individuals can communicate (e-mail-)address changes at the LU-Card desks of the UBL.
Article 3. Borrowing

1. Library materials may be collected from the book lockers (if present) or the information 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
   - Walaeus Library

2. When picking up requested materials, users should always be able to identify themselves with the LU-Card.

3. It is not permitted to have third parties borrow materials with the user’s LU-Card or transfer borrowed materials to others.

4. It is not permitted to bring borrowed materials outside of the Netherlands.

5. The maximum number of publications from the UBL that can be taken out at a single time is 50.

6. Requested materials will be reserved for the user for 3 days, starting at the time that the book is put on hold.

7. The following materials can only be used inside the UBL and are not available for loan: works 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 complete. Materials may be made available for use within the library for a single day. Users can request that the materials will be kept available at the desk for an extended period. In the University Library the works in question can only be consulted in the Special Collections Reading Room. All items shelved in the study areas, including the Special Collections Reference Libraries and course reserves, are non-circulating.

8. The user is liable for any damage, overdue returns, or loss of borrowed materials, regardless of the causes. The user should ensure himself that the materials he takes out are in good condition. If this is not the case, this has be reported as soon as possible to the information desk of the pickup location.

9. Borrowed materials can be returned at any location of the UBL. The user can request a receipt of return at the information desks during opening hours. The use of the return box is at the user’s own risk. When the system has not properly registered the return of a book, the user will not be able to provide proof of the contrary. As a consequence he will be held responsible for the loss of the materials.

10. The fee for a replacement in case of loss or irreparable damage to materials on loan to the user comprises of 75 euros per book and, in some cases, collection fees (15 % of the total replacement value with a minimum of 40 euros excluding VAT).
11. In case of reparable damage to materials on loan to the user, 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 4. Loan term and renewal

1. The standard loan term is 3 weeks.
2. The loan term of borrowed materials can be renewed up to a maximum of 6 months, in periods of 3 weeks, provided they are not reserved by another user. The loan term can be renewed online using the Catalogue.
3. The borrowed materials have to be returned at the very latest on the last day of the loan term, or, with adequate packaging and stamps, delivered by mail. The user is liable for shipping.

Article 5. Fines

1. When the loan term expires the following applies:
   • Week 1: 1st reminder. No fine will be charged. Extension is possible up to a maximum of 6 months in terms of 3 weeks, provided the material is not reserved by another user.
   • Week 2: 2nd reminder. No fine will be charged. The user’s library account will be blocked. Extension of the loan term can be done at one of the library information desks, by telephone, or by email, provided the material is not reserved by another user.
   • Week 3: 3rd reminder. A fine of 5 euros per book will be charged. The user’s library account will remain blocked. All borrowed materials have to be returned to the library.
   • Week 4: last reminder sent as a letter to the registered home address.
   • Week 6: 5th reminder. The case will be turned over to a debt-recovery agency. The user’s library account will remain blocked until all costs mentioned in article 3.10 have been paid at the debt-recovery agency and the UBL have received notice of this.
2. The UBL reserves the right to take up legal actions without notice in the event that borrowed items are not returned in time. All accompanying costs (in addition to the debt-recovery costs) are to be paid by the user.
3. Sending overdue notices is a courtesy of the UBL. No rights can be derived from not receiving them. It is the user’s responsibility to hand in materials in time or to extend the due date.
4. Any email correspondence (such as overdue reminders) to Leiden University students and alumni graduated from August 2006 will be sent to the Leiden University uMail-address.
Article 6. Reservations

The user can request materials and make reservations using the Catalogue. When a reserved book becomes available, the user will receive an email notification.

Article 7. Complaints

Complaints concerning the borrowing of materials can be sent to the coordinator of the library location in question. The coordinator will send out a written response to the complaint within two weeks. The user can also file a complaint by filling out the complaints and suggestions form.

If the user is unsatisfied with the procedure, he can also file the complaint within a term of two weeks to the Head of Library Locations & Services of Leiden University Libraries. The head of department will send out a written response within two weeks. During this period the primary decision of the library location coordinator will stand.

Article 8. Other regulations

1. All users must follow the directions of library staff.
2. The University Librarian and Director of Leiden University Libraries or his authorized representative retains the right to rescind access (temporarily) of the use of the facilities of the UBL of any user that does not abide by the regulations as set out in this document. 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.
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. In case of exclusion from borrowing facilities and/or denial of access to a library an appeal to the Executive Board of Leiden University is possible.

University Librarian and Director of Leiden University Libraries

K.F.K. De Belder
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