

# PSE1. Library Regulations

## 1. General statement

The University Library is committed to providing a welcoming and safe environment that offers the opportunity to all active members and users to study, learn, interact and engage with Library resources, collections and services.

In pursuit of these goals the Library has established the following regulations and policies with the aim that all users will comply and act in a manner consistent with these guidelines and other Library policies.

## 2. Admission Policies

### 2.1 Membership

All students will be provided with access to the University Library when they visit CITY ULE. [University Regulations](#) relating to the use of the Library apply, when a University student visits CITY ULE or accesses the University's electronic collections and library services.

Members of the Library are considered Individuals who, following a written application, are granted access and borrowing rights and are designated as internal or external members.

All members, including external users, are required to submit a written declaration stating that they have read and acknowledged the present Regulations as proof of their acceptance.

Registered members may use library facilities and access all Library print and electronic collections and resources, unless collections or resources are designated as restricted or publishers impose licensed restrictions.

Each user must have his or her U-card, when borrowing or returning items on loan. The U-cards are strictly personal and cannot be used by another member. In case of any violation, the responsible Library staff member has the authority to suspend the user's Library privileges.

Each user is responsible for the security of the U-card. The loss or theft of U-cards must be immediately reported to the Library staff in order to prevent unauthorized use.

Members of the broader educational, scientific, and research community, as well as University alumni, may use the Library as external users and are classified as external members or visitors. External members will be issued a special Library Card (Membership Card with photo), which allows them access to the Library premises and the use of available services.

Registered external members may borrow materials, use the electronic catalog for research, and access specific electronic resources permitted under the publisher's licensing terms (open access). Visitors may use all printed collections and Library equipment, but have limited access to the Library's electronic services and resources.

### 2.2 Borrowing Entitlements

Any item that belongs to the Library's collection, in any format—print, other conventional formats, or electronic—is defined as a "Library item" or "material."

Borrowing of materials is carried out through the Library's automated system and requires the presentation of the borrower's membership card.

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

- Undergraduate students: five items for two weeks.
- Postgraduate students: six items for three weeks.
- Researchers: 10 items for a month.
- Academic staff: 10 items per academic semester.
- Alumni and External members: 2 items for two weeks.

All items (books, dissertations, and AV material) may be renewed for two more weeks either in person at the Library Services Desk, or by using the telephone or email renewal service.

The Library staff shall have the authority to limit or extend loaning period of certain items or forbid their loan when considered necessary.

Members are required to return Library items by the specified due dates and in the same condition in which they were received. The timely return of borrowed materials is the sole responsibility of the Library members.

Books designated as Reserve Material (that is Textbooks included in Module Syllabi) are held in multiple print copies and kept in a special section for internal use only. These books are not available for loan for as long as the Module is taught. Material that is in high demand may be classified under a special category and designated as "Restricted Loan Material" or as part of the Student Collection.

Reference Material such as Dictionaries, Encyclopaedias, Biographies, Handbooks etc., shall not be available for loan.

Previous issues of print Periodicals (Journals and Magazines) are kept in special folders, while current periodical issues are first displayed for a short period of time at special Display Boards. All Periodicals should be delivered directly to the Library and shall be used within its premises.

New Library Acquisitions before being available for loan are displayed on separate shelves for a small period.

The Library's website and email service shall give information concerning New Acquisitions, Current Subscriptions, Electronic Information Services and Resources or any change of Regulations and Library Working Hours. New Acquisitions and Subscriptions, as well as any changes to the Library Regulations and Opening Hours, are published on the Library's website and additionally communicated to all active members via email notification.

### 3. Code of Conduct for Library Users

To safeguard the common interest of all users and to enable the Library staff to function efficiently, the Library has established the following Code of Conduct.

#### 3.1 Conduct in the Library

While in the Library users are expected to take responsibility for their own behavior and actions and to treat other Library users with respect and consideration.

Users shall be held responsible for any loss or damage of Library material or equipment 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 staff, who shall determine the amount to be paid.

Users may not remove any item or equipment from the Library without following the standard loan procedure. Any user activating the security system while passing the Library exit will be kindly asked to return to the Library Services Desk for control.

Maintaining silence, showing respect to other readers, and ensuring that mobile phones and other communication devices operate in silent mode are essential conditions for the proper functioning of the Library.

Smoking and vaping, food and drinks are not permitted within the premises of the Library. Bottled water and small snacks are allowed.

Library materials are provided for personal study purposes only. Systematic storage and/or printing, scanning, or commercial use of the material is not permitted without the permission of the copyright holder and must comply with current legislation (Laws 2121/1993, 3049/2002 Article 14, and 3057/2002 Article 81).

Each student is granted at the beginning of the Academic year a number of printing pages free of charge. Undergraduate students are granted with 1200 pages free of charge. Postgraduate students are granted 1400 pages free of charge. When the entitlement is used up they must add new ones to their account at the Library Services Desk.

The use of all software, electronic services, and databases must comply with the "IT Regulations on the Use of Computing Facilities" and the respective access and usage terms of these resources.

## 4. Breach of Library Regulations

The smooth operation of the Library's services requires the cooperation of all users.

In cases of non-compliance with the above regulations and code of conduct, or in the event of intentional damage or theft of Library materials or equipment, the responsible Committee may impose a temporary or permanent suspension of the member's borrowing and Library usage rights. In more serious cases, the disciplinary regulations applicable to students will also apply.

The Library Regulations have been established by the Library Committee and approved by the University authorities.