

LENDING REGULATIONS

0. Terms and definitions

- Audiovisual resources: DVDs, CDs, CD-ROMs, etc.
- HAN card: card for students and staff at HAN University of Applied Sciences
- Materials: books, theses, information folders, sheet music, developmental learning materials, audiovisual resources
- Staff: lecturer or member of the educational support staff at HAN University of Applied Sciences
- Student: a person enrolled as a student at HAN University of Applied Sciences, as referred to in articles 7.32 to 7.34 of the Higher Education and Research Act Student membership to borrow materials from the HAN Study Centers is renewed for one year each academic year. No further rights can be derived from these extensions regarding enrollment in your studies. When you finish your studies, your student membership at the HAN Study Centers expires.

1. Applicability

These lending regulations apply to all Study Centers at HAN University of Applied Sciences.

2. Lending regulations

2.1 Borrowers

HAN students and staff can borrow materials free of charge from the Study Centers, upon presentation of their HAN card. Students and staff from Radboud University Nijmegen can also borrow materials free of charge after registration.

2.2 Borrowing

The following rules apply to borrowing materials:

Loan period

The standard loan period is four weeks. Most audiovisual resources and developmental learning materials form an exception to this; the loan period for these is 1 week. For some materials, further specified in the Study Center, the loan period is limited to 1 day, or they cannot be loaned out at all. It is possible to request, borrow, reserve or renew materials at all HAN Study Centers.

Maximum number of loans

A student may have a maximum of 10 materials on loan.

Lecturers may have 25 materials.

The materials can be handed in to any Study Center, unless they were borrowed in the same city. In that case, you need to hand the material in to the Study Center in question.

2.3 Renewals

The loan period of a borrowed material can be extended, unless it has been reserved by another borrower. A borrowed material can be renewed a maximum of 10 times.

After this, the borrower should present the material to the desk. They can borrow it again straight after if they wish to.

2.4 Reserving materials

Materials that have been lent out to other borrowers can be reserved free of charge. A borrower may reserve a maximum of 10 materials at any time. The borrower receives an email message when the reserved material is available. The reserved material will be held for the borrower for 1 week after the email is sent.

2.5 Exceeding the loan period

If a borrower exceeds the loan period, they will be fined. Two days before the loan period ends, the borrower receives an email warning them that the loan period has almost ended. After the loan period has ended, the borrower is notified of this in a reminder email.

After 30 days, an invoice for the replacement of the borrowed materials is sent via email, plus the fine and administration fee. If the borrowed materials are returned at this point, the replacement costs are canceled.

If the invoice is not paid within the given period, a debt collection agency will be tasked with collecting the amount. The borrower is responsible for paying the collection fee.

The borrower will be able to borrow again once the invoice has been paid, or once the material has been handed in and the fine and administration fee paid.

2.6 Liability and compensation

The borrower is liable for materials that are borrowed on their card. In the case of loss or damage, the borrower is liable for the costs of replacement. This amount will be determined by the cost price of the material plus a €15 administration fee.

2.7 Email messages

All reminder emails are an extra service provided by the HAN Study Centers. No rights can be derived from them. The individual borrower is responsible for the borrowed materials on their card.

3. Inter-library loans

3.1 Inter-library loans within HAN

Borrowers can request material from another Study Center if that Study Center is in a different location. If the material is available in the same campus location, the requester is responsible for personally collecting and returning it. As soon as the material is available, the requester is notified of this by email.

3.2 Inter-library loans outside HAN

HAN Study Centers do not have all types of materials in their collections. If the material is in the collection of another library (national or international), you can borrow it by submitting a special request. Copies can be requested of articles that are not in the collection. For students, this costs €6.50 per article.

4. Privacy

The borrower's data are always processed in accordance with the privacy regulations of HAN University of Applied Sciences.

5. Final provisions

These lending regulations came into force on 20-6-2019.