

HAN Library Loan Regulations

0. Glossary

- **HANCard:** your student or staff card.
 - **Materials:** books, theses, magazines, sheet music, play materials, DVDs.
 - **Staff member:** lecturer or teaching assistant at HAN.
 - **Student:** anyone who is enrolled at HAN as a student in accordance with the WHW (Articles 7.32 to 7.34). Your library membership is automatically renewed each academic year. If you stop studying, your membership will also end.
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1. Where and to whom do these regulations apply?

These regulations apply to users of the HAN Library locations.

2. Borrowing from the HAN Library

2.1 Who is eligible to borrow?

- HAN students and staff can borrow items free of charge with their HANCard.
- Radboud University students and staff can also borrow items free of charge after registering.

2.2 How does borrowing work?

Loan period

- Standard: 4 weeks.
- Exceptions: DVDs and play materials can be borrowed for 1 week.
- Some materials can only be borrowed for 1 day or not at all. This is indicated in the library.

Number of materials

- Students: max. 10 materials at a time.
- Staff: max. 25 items.

2.3 Returning items

You can return items to **any HAN Library**. You can do this at the desk or in the return bins.

2.4 Renewing items

You can renew an item **up to 10 times**, unless someone else has reserved it. After that, show it to the desk and you can borrow it again.

2.5 Reservations

You may reserve **up to 10 titles at a time**. As soon as a reserved item becomes available, you will receive an email. This email will tell you where you can pick up the reserved item. It will be held for you for **one week**.

2.6 Late? No stress, but action is needed

- You will receive a reminder email **2 days before the due date**.
- **After the due date**, you will receive reminder emails.
- **After 30 days**, we will send you an invoice for replacement + administration costs.
- If you return the item, the replacement costs will be waived. You will still have to pay the administration costs.
- If you do not pay on time, we will engage a collection agency (at your expense).
- You can borrow again as soon as you have paid the replacement costs or returned the material and also paid the administration costs.

2.7 Loss or damage

You are responsible for what you borrow. In case of loss or damage (e.g., water damage), you will pay the replacement costs + €15 administration costs.

2.8 Emails

Reminder emails are an extra service. You remain responsible for your borrowed materials.

3. Requesting materials from other libraries

3.1 Within HAN

You can request materials from another HAN Library (in another location).

3.2 Outside HAN

Is the material not available at HAN? Then we can request it from another library (national or international). For students, this costs **€6.50 per item**.

4. Privacy

We process your data in accordance with HAN's privacy regulations.

5. Tot slot

These regulations apply from **September 1, 2025**.