

RULES AND REGULATIONS

Access to Library

Each student gains access to the library by submitting an application form to its registrar. When the application is processed the student acquires a personal identity card granting him/her the privilege to borrow books.

Every student, graduate or postgraduate, has access to the library when presenting the appropriate ID document.

Loan Mode and Duration

Undergraduate students may borrow books after presenting their ID documentation at the library's registrar office. They have the right to borrow four books for a period of fifteen days, while postgraduate students and faculty members fifteen books for one month.

All eligible members are allowed to borrow only one book per three hours or per three days (books which fall under the categories of series, thematic courses, etc.). The loss of the personal ID card for the first time induces to the holder of the card a fine of five euros. In the case of a second incurrence this fine is raised at twenty euros, and in the third incurrence the holder is deleted from the library's records. Non-members of the academic community have to pay a fee of fifty euros in order to acquire a library card and have the right to borrow three books. The card is valid for all A.U.TH. libraries. In the case of abeyance, such as pending fines or loss of a book, the library registrar cannot issue any certificate for undergraduate or postgraduate students.

Not abiding by the return dates induces a fine of thirty cents per day or per hour. The fine in the event of books' loss is at least thirty-five euros. Reference books (such as encyclopedias and dictionaries), magazines, graduate theses and dissertations are not to be borrowed; they can only be used at the library's premises. Books which constitute parts of Series or Thematic Cycles can be borrowed, and only for a few hours, in the case that there are three copies available. All books must be returned at the library's registrar where they were borrowed. Any eligible borrower can extend loan period in the event that the books have not been reserved by someone else.

The collection

See the library plan file

Security

In the library there is an installed alarm system, so please be sure to abide by the rules and regulations concerning book loans before leaving its premises.

Photocopies

The library affords its eligible members with photocopying facilitation for a small fee granting them access to the use of photocopying equipment located at its premises. Members have to obtain a special card from the library staff paying two euros for fifty photocopies and three euros and fifty cents for one hundred photocopies.

Search Books

Before entering the library, one has to present and leave his/her ID card at the registrar in order to get a key so as to use the lockers situated at the entrance for safely locking their personal belongings. Their ID card is returned upon the return of the key. They look up the books they want on their own, provided they have wrote down the publication's identification number, the thematic cycle or series of the publication, etc.

All this information can be found on the library's website <http://www.lib.auth.gr/> under the following categories:

1. Electronic resources
2. List library OPAC (Open Public List)
3. Library catalog
4. Quest
5. Browse

By clicking on the title of the book one can note down all the relevant information.

General Rules

Library members may not use another member's ID card. Books must be returned in the condition they were borrowed. Smoking, eating and drinking is prohibited in the library. Only water is allowed. When using the Library you are not allowed to cause any inconvenience to the others (noise, conversations etc.).

Bags and backpacks are kept outside the library.