

UNIVERSITAT DE VALÈNCIA

BORROWING POLICY FOR ALL THE UV LIBRARIES



LIBRARIES AND DOCUMENTATION SERVICE (SBD)

UNIVERSITAT **Servei de Biblioteques**
DE VALÈNCIA **i Documentació**



Explanatory statement

With this policy, the University of Valencia intends to regulate the lending of its collections of documents and books to the members of the university community and to other individuals who enjoy borrowing rights for a fixed period, and to promote the circulation of the collections and facilitate access to both students and research staff.

This policy also regulates the loan of laptop computers to ensure access for all university community members to information technology.

Article 1. Users

Access to the loan service is open to:

1. All members of the university community, regardless of the faculty, school or service that they belong to:
 - a) Teaching and research staff (PDI)
 - b) Students
 - c) Administrative and service staff (PAS)
2. Members of Alumni UV
3. Exchange students
4. Visiting teaching and research staff
5. Groups and individuals with borrowing rights under an agreement signed with the University of Valencia
6. Retired PDI and PAS

In all cases, to use the loan service, users must present the university card that identifies the holder as a member of the University. The library may also request an identity document to verify that the person presenting the card is the valid cardholder. This is imperative when borrowing laptop computers.

In the event of theft or loss of the university card, the cardholder must inform the library using the form "The library responds" so as to prevent any fraudulent use.

Article 2. Items available for loan

1. All items held in the University libraries can be borrowed, with the following exceptions:

- a) Reference books
- b) Periodical publications
- c) Manuscripts and documents of special historical value
- d) Doctoral theses
- e) Hard-to-replace documents

Trobes (<http://trobes.uv.es>), the catalogue of the University of Valencia libraries, indicates the location of the items and their borrowing conditions.

Article 3. Borrowing hours

Borrowing hours are adapted to the opening hours of the libraries and can be consulted on the website of the Library and Documentation Service (SBD).

Article 4. Loan periods and renewals according to user category and type of item. Maximum number of items. Renewals and reservations.

	(Type 1) Ordinary loan	(Type 2) 15-day loan	(Type 3) 7-day loan	(Type 4) Laptop computer loan	(Type 5) Research loan	(Type 6) Loan of objects: lectern, magnifying glass, etc.	Maximum number of items
Bachelor's degree students Nau Gran students Alumni UV Students with officially recognised studies Official Psychological Association	20 days 6 renewals	15 days 6 renewals	7 days 6 renewals	15 days 6 renewals		1 day no renewal	20 items and 1 laptop computer
Bachelor's and postgraduate degree students with disabilities	60 days 6 renewals	30 days 6 renewals	15 days 6 renewals	30 days 6 renewals		1 day no renewal	40 items and 1 laptop computer
Postgraduate degree students Visiting lecturers Visiting researchers PAS (1)	30 days 6 renewals	15 days 6 renewals	7 days 6 renewals	15 days 6 renewals		1 day no renewal	40 items and 1 laptop computer
PDI (1) CSIC researchers (2)	120 days 9 renewals	15 days 6 renewals	7 days 6 renewals	15 days 6 renewals	3 years 340 items	1 day no renewal	60 items and 1 laptop computer
Agreements	15 days 6 renewals						6 items
BUVAL (3)	15 days 6 renewals						6 items

(1) Retirees from this group are also included.

(2) UV/CSIC mixed institutes

(3) Loan for PAS and PDI from Valencian public universities

Students with disabilities must provide proof of their condition with the relevant documents.

Psychological tests are only provided to teaching and research staff and postgraduate students from the University of Valencia, who must commit to respect the professional code of ethics.

Automatic renewals: Loans are automatically renewed before the due date if the document meets the conditions to be renewed.

Renewals are made for a period equal to the usual loan.

Documents on which there is a current reservation cannot be renewed.

Article 5. Return of items and sanctions

1. Borrowed items can be returned to any library of the University of Valencia, except for objects and laptops, which must be returned to the same library from which they were borrowed. Overdue items will be requested by the library by e-mail or post. The delay in returning items **will lead to one-day loan suspension per day for each overdue item.**

2. If a borrower **fails to return** library material or returns it in irreparably damaged condition, he/she will be required to replace it or deposit the replacement cost of the lost or damaged item in the University of Valencia's bank account, except when the loss or damage occurred without the fault or neglect of the borrower.

3. Until this requirement is met, the user may not use the loan service again, without prejudice to the measures adopted in application of current legislation.

Article 6. Intercampus loan

1. PDI members, PAS members and postgraduate and undergraduate students with disabilities can choose the library from which they wish to collect their items on loan.

2. Undergraduate students on the Ontinyent campus can request documents from any other UV library through the intercampus loan service.

3. Any user can reserve items from the Deposit Library by accessing the catalogue and selecting the pick-up location.

Article 7. Laptop loan terms

1. The Library and Documentation Service provides laptops on loan to UV students, PDI, visiting lecturers, PAS and members of UV Alumni to access electronic information through the WiFi network of the University of Valencia.

2. Users are responsible for the computer and its custody. Users may not modify or manipulate the computer's settings or contents and must return it in the same condition in which it was loaned.

3. The user is responsible for saving any information processed on external storage devices (pen drive, disk space, e-mail, etc.) and not to leave any copy on the computer on loan. The University accepts no responsibility for the loss or use of this information.

Article 8. Return of laptops

1. The **return of the laptop** must always be made at the desk of the library where the loan was made.
2. If the user causes **damage to the laptop**, he/she must bear the cost of repairing the device and the loan service will be suspended until the repair is carried out, except when the damage occurred without the fault or neglect of the borrower.
3. If the user **does not return the laptop**, he/she will be required to deposit the replacement cost in the University of Valencia's bank account, except when the loss occurred without the fault or neglect of the borrower. Until this requirement is met, the user will not be able to use the loan service.

The above measures will be adopted without prejudice to any liability incurred by the user.

Repealing provision

The agreement of the Governing Council on borrowing conditions for all the libraries of the University of Valencia, of 24 November 2015, is hereby repealed.

Final provision

This policy shall enter into force on the day following its publication in the Official Board of the University of Valencia.

***Translated into Spanish by the Libraries and Documentation Service of the University of Valencia.
In the event that there is any difference in meaning between the official texts in Valencian and in English of these Regulations, the version in Valencian will be considered prevalent.***