

# Loan policy



ESADE Library

# Loan policy

## Article 1: Objective

The objective of the Loan Service is to enable users to read documents from the collection outside the Library premises, as well as assure the availability of these items to the entire university community after their due date.

## Article 2: Users

Eligible users include participants in all Esade programmes with an individual ID card (TUI), faculty, staff and members of the Esade Alumni Association. Students, faculty and staff of Universitat Ramon Llull institutions may also borrow books by showing their individual University ID card.

## Article 3: Procedure

Loans and returns must be recorded either at the self-check terminals or at the library desk within the established hours.

It is essential to carry a current and non-sanctioned Ramon Llull University card.

## Article 4: Non-circulating materials

- Materials in the following categories cannot be borrowed:
- Reference materials marked with a red label
- Periodicals (yearbooks, journals, working papers, etc.)
- Theses, final projects and student papers
- Teaching materials for faculty use (case studies, videos, etc.)
- Other materials that are considered non-circulating items

## Article 5: Loan periods

- Colour-coded labels on document spines show loan periods and restrictions:
- White label:
- Faculty and Staff: 60 days
- PhD Students: 30 days

- Students and Esade Alumni members: 21 days
- Green label: 15 days
- Yellow label: 7 days
- Red label: not available for circulation

## **Article 6: Loan regulations**

The number of items that a borrower may have on loan simultaneously varies according to user type:

- Faculty and Staff: 30 items
- PhD students: 10 items
- Students and Esade Alumni members: 10

## **Article 7: Renewal**

Loans can be renewed provided a reserve has not been placed on the item by another user.

Up to six consecutive renewals can be made online, through the user's personal account My Account, by phone or by email. To make a seventh renewal, it is essential to take the document to the Library desk

## **Article 8: Failure to comply with the loan policy**

The user who damages or loses a document which it has borrowed, must provide a new copy or, if not possible, a work that the Library consider suitable.

Overdue loans will be penalized with 1-day loss of the loan service for every day overdue and for every document.

If an item is not returned, the Library will proceed as it deems fit in each case.

Use of the loan service implies the acceptance of its rules.