
KALAMBAKA LIBRARY

OPERATION REGULATIONS

1. Membership

- 1.1. All citizens have the right to use the Library of Kalambaka (hereinafter "**the Library**") after they have been supplied with the special Library ID Card (hereinafter "**Library Card**").
- 1.2. The Library Card allows the use of all Library resources and may be used only by the individual to whom it has been issued. The Library Card may be used to borrow items, photocopy material as provided by these Regulations, access the Library's Computer and IT equipment and enjoy all services offered by the Library. Possession of a Library Card confirms that the user is aware of the Library regulations and the obligations that are derived therefrom.
- 1.3. Applicants must produce a Police ID card or a valid passport. Minors below 18 years of age may register with the presence of one of their parents. In this case, the parent must produce his/her police ID card or valid passport and these regulations also apply to the parent.
- 1.4. Users must comply with Library regulation as well as the directions given by Library staff. Users should exercise caution when using the Library material and equipment. Any damage or loss will incur compensation as it is declared in these regulations below.

2. Borrowing

- 2.1. Library members that hold a Library Card and for whom overdue material or outstanding fines are not in abeyance, have the right to borrow library material, except Limited Access Material, to which special rules apply as provided here below.
- 2.2. Users may ask to reserve one item to be held for 2 days. Priority is established on a first come basis. Users may ask to queue for one item that is on loan.

2.3. Loan period

Loan periods and borrowing limits are established as follows:

- 2.3.1. Educators can borrow educational packages for one (1) week without the right of renewal.
- 2.3.2. Teaching aids are not for loan.
- 2.3.3. All other users can borrow up to three (3) books at the same time, for fifteen (15) days and allowed to renew for an additional fifteen (15) days if there is no user in queue.
- 2.4. Library Users may lose their borrowing privileges if they fail to return materials on the due date.

3. Security - Damage - Fines

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- 3.1. In order to ensure that library material and equipment are protected and quality services are provided, the Library is equipped with fire management, security monitoring and burglar alarm systems.
 - 3.2. Users should follow library staff instructions and respect Library facilities as well as other users who deserve a clean and quiet study place.
 - 3.3. Users must exercise caution when using Library material or equipment. When using books, they must return them to the trolleys specified for this function.
 - 3.4. The Library material to be lent is carefully examined when checking in and out. In case of loss or damage of Library material or equipment, replacement or restoration charges are imposed to the responsible user as follows:
 - 3.4.1. Lost material that is available in the market is replaced with an identical copy at the expense of the user.
 - 3.4.2. When a book is not available in the market, it is replaced with one of similar content and value.
 - 3.4.3. Damaged equipment is repaired or replaced at the expense of the user.
 - 3.5. In case of loss of the membership card, the reissue fee is 5€

4. Electronic Access

- 4.1. Electronic access will be granted to users who hold a valid Library Card. In certain cases e.g. a visitor, the user may be granted temporary electronic access without a Library Card.
- 4.2. Users can access:
 - The Internet through controlled browsing,
 - Various applications such as Microsoft Word, Excel and PowerPoint.
- 4.3. Startup and shutdown of the library computers are to be conducted by library personnel only.

5. Operation Regulations

- 5.1. Personal belongings and bags are kept in the special lockers provided by the Library. If a user wishes to take a bag inside the Library, the library staff can ask the user to open it on his /her way out.
- 5.2. It is forbidden to smoke, drink or eat in the Library, deposit or distribute advertising material and bring pets except seeing-eye dogs. Mobile devices cannot be used as telephones but can be used for other functions such as texting / internet browsing etc. as long as they are on silent mode.

- 5.3. Users must allow library staff to inspect any objects they carry with them when leaving the library.
- 5.4. Refusal to comply with the above mentioned rules or deliberate damage or theft of Library resources might result in the revocation of Library membership and the right to use the facilities.
- 5.5. Hours of operation must be strictly observed by all users.
- 5.6. These regulations will be updated, amended or supplemented as required by Library Management and approved by KDK's Board of Directors.

6. Development of Library Material

- 6.1. Library material aims at fulfilling the educational, training and information needs of Library users.
- 6.2. Users may submit suggestions or complaints regarding materials to Library Management.
- 6.3. The Library may accept donations of material by third party donors, in accordance with applicable laws and regulations.
- 6.4. The Library may donate material that it decides to withdraw from the Library or extend long term material loans to schools, cultural or other institutions of its choice, with a view to better serve the public and promote reading.

7. Limited Access Material

- 7.1. Library material may include rare books, photographs and archives which are kept in a separate department to which access is limited (hereinafter "**Limited Access Material**"). This material requires special storage and handling due to its rarity, fragility and historical or artistic value.
- 7.2. Limited Access Material is available during the days and hours specified by the Library. Users do not have direct access to the material and must ask Library staff for assistance. Limited Access Material can be used only in the Library and will not be lent out.
- 7.3. Each user can reserve up to two Limited Access Material items at a time.
- 7.4. Only library staff may reproduce rare books or other archive material of the Limited Access Material collection, as requested by members, only if such material is in good condition, as determined by Library staff and provided that copyright laws are not violated. Rare material will be made available in digital format if possible.

8. Library Printing & Material Reproduction

- 8.1. The Library is equipped with photocopying and printing equipment. Photocopiers and printers are available through the use of the Library Card. A per page charge will apply.

8.2. Library income derived from printing and reproduction is used to cover operational needs.

8.3. Reproduction of all material is subject to international intellectual property legislation.