

# Rules and loan policy

Following the NKUA Libraries & Information Center decision, the new LIC Collective Loan Policy comes into effect from Nov 15, 2021, according to which:

In order to obtain borrowing rights, members of the Law School Library need to fill out the [Library Membership Application](#) and send it to [nomiki\(at\)lib.uoa.gr](mailto:nomiki(at)lib.uoa.gr), attaching a photo file of their academic ID.

Library membership is open to:

- NKUA faculty, research scholars and staff.
- NKUA undergraduate, postgraduate and doctoral students from all Schools.
- NKUA Students from exchange programs (Erasmus etc.).

All registered Library members can borrow books using their academic ID.

The number of borrowed items from all NKUA libraries is accumulated and the total loaning time is counted in calendar days. Weekends and holidays are taken into account as well.

Items borrowed from the Law School Library have to be returned to the Law School Library.

**The Law School Library loan service aims primarily at covering the teaching and research needs of the Law School. Depending on their status, library members have different loan privileges:**

PATRON TYPE	LOAN PERIOD
<b>NKUA Undergraduate students (Erasmus included)</b>	5 items for 5 days 1 renewal for 5 days
<b>NKUA Postgraduate, Doctoral, Postdoctoral students</b>	5 items for 10 days 1 renewal for 10 days
<b>NKUA Faculty</b>	7 items for 30 days 2 renewals for 15 days each
<b>NKUA Staff</b>	5 items for 10 days 1 renewal for 10 days
<b>External users</b>	3 items for a few hours

Journals and items from Rare and other Special collections (such as Reference books) cannot be lent. There are also restrictions in lending certain post-graduate or doctoral theses.

Books bearing a "Use within library" indication or are frequently requested, may also be un-lendable or have their loan period shortened, which will be decided on a case-by case basis.

Journals not available digitally in the legal databases the Law Library subscribes to, may be borrowed for a limited amount of time and must be returned within the same day. Short excerpts may be reproduced by private means within the Library premises as well.

Activating the [My Account](#) service offers patrons the opportunity to keep track of their own library record. Instructions can be found [here](#).

---

## Renewals, overdue items and fines (from 15/11/2021)

Every member is entitled to one renewal on the due return day, either by e-mail ([nomiki\(at\)lib.uoa.gr](mailto:nomiki(at)lib.uoa.gr)), either by request at our online [helpdesk](#), either by bringing the material borrowed to the Library. Additionally, students can renew borrowed items on their own on the Library's website via [MyAccount](#) service.

**Overdue items are not entitled to a renewal.**

---

## Overdue items and reminders

All patron types are reminded by e-mail to return or renew borrowed material via automated notices:

---

- The day before the material is due
  - The day after the material is due
  - 3 days after the material is due
- 

Notices will be sent from [ilsas\(at\)seab.gr](mailto:ilsas(at)seab.gr) and the e-mail subject will be «**Notice from the Library**». It is recommended that patrons check their Spam folder as well.

---

## Fines for overdue items

---

When items more than 3 days overdue, the patron's borrowing rights are revoked as many days as the items are overdue.

Patrons who are repeatedly late in returning items will have their library membership suspended. The Library Supervisory Board will then decide when the suspension will be lifted, provided that the items will have been returned by the time the Board's session will take place. The Supervisory Board will otherwise have the right to cancel the patron's membership altogether.

In case of an illness or other extraordinary circumstances, patrons will have to contact the Library before due date and settle the case.

---

In case a borrowed item is lost, the patron is obliged to replace it. In case the item is out of circulation, the Supervisory Board will decide accordingly on a case-to-case basis.

In case of damage, the patron undertakes the restoration of the item.

---

For more information about our loan service, patrons may send an e-mail to [nomiki\(at\)lib.uoa.gr](mailto:nomiki(at)lib.uoa.gr).