



Code of Conduct

The rules and guidelines which all users are required to abide by in their use of the library service.

The Library seeks to provide a safe, secure and appropriate study environment for the benefit of all service users. The Code of Conduct details the rules in place and acts as a general statement of the conduct we expect from users of our services and facilities. Acceptance of the code is implicit in signing the College's regulations as part of your registration. It is your responsibility to familiarize yourself with the code and to observe it.

Admission

- The Szloma Albam Library of Touro College Berlin is both a reference and a lending library. Items (books, DVDs, newspapers, journals) are available for borrowing, with some exceptions. Special rules apply to items in high-use categories such as course books: they may be checked out for two days, over the weekend and during vacation, provided all college fees are paid in full.
- Borrowing membership of the library and the use of its services is open only to registered students, college faculty, and staff.
- Items may be renewed for two more days unless they have been requested by other users. To renew an item, either show it in person at the library, send an email to the library, or call, on the due date at the latest.
- If an item is checked out to another user, you may request to reserve it. Reservations cannot be placed on items already on loan to the requesting borrower.
- A fine of €1.50 per day will be charged on any item kept overdue. All fines must be paid before items can be renewed, or further items be borrowed. Fines will be charged at rates determined by the librarian.
- Users who repeatedly fail to return items or clear outstanding fines will be reported to the Rector. The library reserves the right to suspend borrowing privileges for users who accumulate overdue charges in excess of € 20, or have repeatedly failed to return overdue items.

Behavior in the Library

- All users must behave in a considerate manner. They agree to follow the orders of the librarian.
- All personal belongings should be deposited in the lockers on the ground floor. Bags, coats, jackets, etc. must not be taken into the library. The library will not take any responsibility for any losses.
- Smoking, eating, or drinking is not permitted. Smoking is not allowed on the balcony outside the library.
- Disruptive cell phone use is prohibited: Cell phones should be switched off or set to silent mode in the library. Talking on the phone or letting it ring or beep is prohibited. Texting is permitted but only in silent mode.

Duty of Care and Damage

- Library materials on loan to one person must not be transferred to another. The person in whose name the loan is made is solely responsible for the safekeeping and due return of items loaned.
- All items must be treated with care. Report damages or lost items immediately. The charge for a lost item is its cost plus any overdue charges accrued to the date the item is declared lost. Items not returned within a semester of the due date will be declared lost, with the borrower responsible for the cost of its replacement.
- For willful damages the user must pay reimbursement. The amount depends on the extent of the damage.