

CEU Library General Library Rules

Library users and staff will interact with mutual respect and consideration.

All Library users must acknowledge and observe the Library Rules and Policies. All Library patrons are also expected to comply with the CEU Library [Copyright/Fair Use Guidelines](#) and adhere to the [CEU Code of Ethics](#).

Please follow these guidelines:

- check out library materials at the Information Desk
- treat library items and facilities with respect, do not mark library documents
- leave bags or coats in lockers or in the cloak room
- use cellular phones outside the Library
- consume food outside the Library
- drink only bottled water or other beverages in non-spill containers in the Library
- show your CEU/OSA/OSF card, your CEU Visitor's Card or your Library Visitor's Card to the Security Guard at request
- show all printed materials and personal possessions to the Security Guard upon the Guard's request

Repeated noncompliance with these guidelines may result in the loss of Library privileges.

Loan policy

- CEU Faculty Members may borrow up to 30 items
- CEU Ph.D. Students may borrow up to 20 items
- CEU MA Students may borrow up to 15 items
- CEU/OSF Staff may borrow up to 15 items
- Alumni may have borrowing privileges for two items with special permission requested by the Alumni Office from the Library
- CEU Affiliates by departmental request may borrow books
- External Members, not affiliated with CEU, have no borrowing privileges

Circulation policy

Loan periods and Renewals:

Document Type	Loan Period	Number of Renewals			
		Student	Faculty	Staff	Alumni, CEU Affiliates
Books - Reading Hall	14 Days	3	10	3	3
Books, Working Papers, Course Materials from Stacks & MML	30 Days	3	10	3	3
Course Materials - Books	By faculty's request	Depends on loan period	Depends on loan period	-	-
Course Readers (Current)-Reading Hall	No Loan	-	-	-	-
Textbooks – Law Collection	90 Days	1	1	1	1
Reference Books, Periodicals, Theses	No Loan	-	-	-	-
DVD, CD – Multimedia Library	7 Days	1	1	1	1
ILL Materials	14 Days	-	-	-	-
Intercampus Loan - Deposit Libraries (DL)	By DL's request	various	various	various	various

Recalls:

Most books may be recalled. Recall of an item may shorten the original loan period.
Recalled items cannot be renewed.

- 90 days items keep their original due date.
- 30 days items must be returned within 14 days of the date of recall. Items already due in 14 days or less keep their original due date.
- 14 days items must be returned within 7 days of the date of recall. Items already due in 7 days or less keep their original due date.
- 7 days loan items keep their original due date.

Lost items:

The replacement fee for a lost item is the current cost of the book and the shipping fee.
Borrowing privileges will be suspended when members have overdue items including overdue recalls.

Thank you for complying with these rules and policies.

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