

## Borrowing

Necessary for borrowing: most recent student card

Loan term: 3 weeks (with exceptions)

- € 0,50 overdue fine per item per week (also during holidays!)
- restricted loan term: special objects from the Education Section (OWP)
- not for borrowing: items with a yellow label (“geen uitleen”) and journals/magazines
- one day: items with a pink label (“daguitleen”): item should be returned before closing time; €2,50 overdue fine per item per day

Quantity: 10 items maximum

The card holder is responsible for the borrowed items: in case of loss or damage the costs for replacement are to the account of the card holder.

All items must be registered at the desk before taking them outside.

If the loan term has expired we send a maximum of two reminders: first reminder by e-mail, second reminder by post; after this a bill follows with €10,00 administration costs and the cost for replacement of the items.

## Renew your loans

It is possible to extend the borrowing term 2 times:

- at the desk
- by phone during opening hours (071-5188780 / 071-5188773)  
Please note that messages left on the voicemail will not be processed.
- by e-mail: [mediacentrum@hsleiden.nl](mailto:mediacentrum@hsleiden.nl)  
Please note that e-mails send after closing time will be processed the next work day.  
Be sure to mention your student number and to use your student e-mail account.
- renewing is not possible if the item is requested by another user

After your request is processed a confirmation will be send to you.

## Reserving items

Reserving items is possible through the library catalogue. When a reserved item is available for you an e-mail will be send to your student account.

