

Windesheim Media Centre Terms of Use

Article 1. Access to the Media Centre and identification

1. During opening hours, the Media Centre is freely accessible to users.
2. At the request of Media Centre staff, hereinafter referred to as staff, users are required to identify themselves by means of a valid:
 - Student card issued to students by the Shared Student Administration upon valid proof of enrolment
 - Media Centre card issued to employees of Windesheim
 - Proof of ID.

Article 2. Code of Conduct

1. Users must follow staff instructions.
2. Users will not cause any inconvenience to other users of the Media Centre.
3. In accordance with Windesheim's house rules, eating and drinking is not allowed at computer workstations.
4. Users must clean up their workstation after use.
5. Violations of the code of conduct may lead to staff denying the user access to the Media Centre and/or loan facilities for a period of up to one month. This denial of access will be confirmed to the user in writing by or on behalf of the Head of the Media Centre.

Article 3. Borrowing information carriers

1. For borrowing information carriers (books, magazines, DVDs, CDs, etc.), a valid student card or Media Centre card is required.
2. The loan period for information carriers is three weeks, without prejudice to paragraphs 3 and 4.
3. One-day loan materials are loaned to students for one day (must be returned the next day) and to employees for three weeks.
4. Reference works cannot be borrowed.
5. Students may borrow a maximum of 15 information carriers at the same time. Employees may borrow an unlimited number of information carriers.
6. Users will be excluded from borrowing information carriers as soon as they are in arrears related to the payment of a fine. In this case, the employee card or Media Centre card will be blocked for use in the Media Centre.

Article 4. Extending the loan period of information carriers

1. The loan period can be extended free of charge up to the last day of the loan period, without prejudice to paragraphs 2, 3 or 4.
2. The loan period of one-day loan materials cannot be extended.
3. The loan period of information carriers cannot be extended if the loan has been placed on hold for another user.
4. The loan period of information carriers cannot be extended if the user is in arrears related to the payment of a fine.
5. The loan period of information carriers can be extended up to 10 consecutive times.
6. The loan period of information carriers can be extended in person in the Media Centre or directly in the Media Centre catalogue <https://bibliotheek.windesheim.nl>

Article 5. Requesting information carriers

1. With the exception of one-day loan materials and reference materials, information carriers can be requested free of charge.
2. The user will be notified by email as soon as the requested information carrier becomes available.
3. If the requested information carrier has not been collected one week after the notification date, the request will be cancelled.
4. Information carriers can be booked in person in the Media Centre or directly in the Media Centre catalogue <https://bibliotheek.windesheim.nl>

Article 6. Loss and/or theft

1. The Media Centre will report the theft of information carriers at Windesheim.
2. In the event of loss or theft of the information carriers while they are on loan, the user may be held liable.
3. In the event of loss or theft of the Media Centre card, the user must immediately notify the Media Centre so that the loan facilities can be blocked.
4. For replacement of the student card or Media Centre card, students are referred to the Shared Student Administration (GSA) and employees to the Media Centre.

Article 7. Loan period and overdue materials

1. The information carrier must be returned no later than the last day of the loan period.
2. After expiry of the loan period, the user will be notified as follows:
 - *Before or on the expiry date: via a message to the user's Windesheim email address.**
 - *Once the loan period has been exceeded by one week: via a message to the user's Windesheim email address.**
 - *Once the loan period has been exceeded by three weeks: via a message to the user's email address known to the GSA or, in the event of employees, to HR.**
 - *The user will be charged a fine.*
3. If the user again fails to respond, they will be charged for the replacement value of the material, as well as the fine and administrative fees.
4. If the user continues to be in default, the claim will be transferred to a collection agency three weeks after the user being charged.*
5. Once the claim has been transferred to the collection agency, payment to the Media Centre is no longer possible.
6. In addition to the fine and administrative fees, the user will also be charged for the costs of replacing the material and the collection costs. *These periods may differ slightly during holiday periods.

Article 8. Interlibrary Loans (IBL)

1. Users with a student card or Media Centre card can request information carriers from external libraries via the Media Centre.
2. Students will be charged for the fees associated with interlibrary loans. A current overview of the fees involved can be found on Media Centre's Sharenet pages.

3. The user will be notified by email as soon as the requested information carrier has arrived at the Media Centre. The information carrier will be handed to the user upon presentation of their notification message and their Media Centre card or employee card, and after payment of the fees involved.
4. If the requested information carrier has not been collected one week after the notification date, the information carrier will be returned. The user will be charged for any fees involved, which they are obliged to pay.
5. The borrower will be charged for any costs incurred by the Media Centre for replacement, repair and other costs.

Article 9. Using information carriers

1. Users are not permitted to lend out borrowed information carriers or audiovisual equipment to third parties.
2. Users may be held liable for damage, defects or missing parts that are discovered after the loan.
3. The Media Centre may charge any costs for repairs as referred to in the previous paragraph to the user. Users are not permitted to carry out repairs to the borrowed materials themselves or to outsource this to third parties.

Article 10. Copying information carriers

The reproduction – and subsequent use – of books, sheet music, magazine articles, CDs, DVDs, videos and other materials, or parts thereof, is permitted only to the extent allowed by the Copyright Act. As a result of the Copyright Act, copying may only take place for practice, study or personal use and must be limited to a small part of the work or a few pages. Any further unauthorised disclosure of the work is not permitted.

Article 11. Penalties

In the event of a violation of these terms of use, the measures as set out in Article 13 of the Windesheim house rules will apply.

Article 12. Final provisions

1. The Head of the Media Centre decides in all cases not covered by these terms of use.
2. The terms of use entered into force on 15 June 2010. These terms of use were updated on 15 June 2017 and again on 7 September 2022.