

IVAM LIBRARY

BORROWING SERVICE-RULES

If you wish to use this service, please be informed that registration is compulsory. Complete and sign a registration form at the Library's Reading Room ¹ to obtain a library card. Remember to provide your library card and a valid ID, Passport or Driving License when you want to use this service. The library card is personal and non-transferable.

You may borrow up to:

CD - CD-ROM..... 3
Cinema DVD3
Books 3

You can access the Database if you want to know the items **available for loan**.

We will not lend:

- Magazines, journals
- Annotated catalogue, catalogue raisonné
- Documents in the deposit
- Video art y vídeo documentary
- The Library can refuse to lend any document, in any form if they are considered to be very valuable, fragile or rare.

Standard loan period:

The standard loan period is one week

Renewal:

After the standard loan date there are up to two renewals (of a further week each) provided that there is no reservation made for the item. CDs and DVDs cannot be renewed.

You cannot borrow a new item if you haven't returned all the borrowed items pending.

Renewals will be made within the 6 days of the loan period, either in person or by email at (biblioteca@ivam.es)

Regulations:

Users agree to return all the borrowed items within the stipulated period.

Members are responsible for the items and they must make sure that they take care of them and return them in good condition. **Members will have to replace Lost and damaged items and they will not be able to borrow until the replacement is made.**

Members will notify the Library of any change of address or contact details during the period of membership (e.g address, telephone number, email, etc)

Signing the registration form, implies acceptance of these regulations.

¹ **Membership card requirements:**

- Complete and signed registration form
- One-time payment of 5€
- ID or Passport Photocopy and University student's card (if you are a University student)
- Proof of address: If the address on your ID does not correspond to a permanent or long-established domicile in the Comunidad Valenciana, you will have to provide a proof of address consisting of a municipal Certificate of Registration. It must be dated within the last three months. If you are a student this can be replaced with a photocopy of your University card.