

USER RESPONSIBILITIES

1. Please consider other users and behave in a way that does not disturb them and respects their privacy. If it is necessary to talk, please do so quietly.
2. Please keep the Library neat and tidy at all times.
3. Food, beverages, smoking and mobile phone usage are not allowed in the Library. Mobile phones must either be turned off or on silent mode.
4. When users enter the Study Room, they are required to place their personal belongings in designated coin-operated (1€) storage cupboards and to remove their belongings when they leave.
5. Please do not replace or reposition books and other printed material on the shelves.
6. Users can search and view the Library's collections and resources on the designated PCs. Utmost care must be taken of all computers and other technical equipment.
7. The use of an external storage unit (USB) to transfer files (electronic files, personal work), etc.) is allowed. CAUTION: Once the user disconnects, the files will not be saved on the computer.
8. Use of the Library's computers for gaming, accessing sites that are not academic, scientific and encyclopedic, or for any other illegal services is not allowed.
9. Users are banned from any and all efforts to delete or modify the Library's electronic files and archives.
10. If the security alarm activates while a user exits, the Library staff can request to do a check of the user's belongings.
11. Users must comply with the current terms of borrowing, interlibrary loaning, printing and photocopying. There is a 0.03€ charge per page printed or copied (2€ photocopying card for 68 pages).
12. Users should respect copyright and intellectual property legislation of all material.
13. Please treat staff and other users with courtesy and respect at all times.

USEFUL INFORMATION

SEARCH FOR PRINTED MATERIAL



- You can search for printed material in the Library Catalogue - [AUEB-OPAC](#).
- Note down the Location & Call No. and locate the book on the shelves.
- If the book is currently borrowed by another user, please request assistance from the staff on the circulation desk.

Head of the Library
Professor Panos Constantopoulos

Chief Librarian
Christina Deligiou

Library and Information Center
Circulation Department & Study Room

Athens University
of Economics and Business
Central Building, 1st floor
76, Patission Street
GR10434, Athens, GREECE

tel.: +30 210 8203265
fax: +30 210 8221456

URL: <https://www.aueb.gr/library>
e-mail: loan@aub.gr, library@aub.gr



ΒΙΒΛΙΟΘΗΚΗ & ΚΕΝΤΡΟ ΠΛΗΡΟΦΟΡΗΣΗΣ
LIBRARY & INFORMATION CENTER

Borrowing Guide & Library Rules

Opening Hours

Monday to Thursday: 8.30 - 20.00
Friday: 8.30 - 19.30

Athens
Academic Year 2018-2019

BORROWING

All members of the University have borrowing rights but must first complete an application, in the Circulation Department, for registration in the Library's System. An identity card (for students) or a contract of employment with the University (for staff) is required for the application.

Borrower Category	Maximum number of items	Borrowing Time	Renewal Time of Borrowing
Professors, Associate Professors, Assistant Professors, Lecturers, Scientific Collaborators, Seconded Teaching Staff, Laboratorial Teaching Staff	70	6months	6 months
Special Teaching Staff, Academic Fellows, Visiting Professors	20	1 month	1 month
Undergraduates & ERASMUS Undergraduates	4	7 days	7 days
Postgraduates & ERASMUS Postgraduates	5	14 days	7 days
PhD Candidates & Postdoctoral Researchers	5	14 days	7 days
Administrative Staff & Special Technical Laboratorial Staff	4	7 days	7 days

You can always contact the Circulation Department for further information.

Please use the self-service kiosk to borrow and return books.

TERMS OF BORROWING

- ❖ Users can renew their loan one time if the item has not been requested by another user. The renewal can be done in person or by telephone at 210 8203265.
- ❖ All members can borrow an additional three books from the collection of "Reserved Books". These books can be borrowed for three days, with no renewal option.
- ❖ Undergraduates who do not qualify for free textbooks from Eudoxus can also borrow up to two (2) textbooks for 30 days with the possibility of renewal for another 30 days. Those who do not qualify include (but are not limited to) ERASMUS students, students who have past their sixth year of studying or students who are studying for a second undergraduate degree. All requests are considered in the order in which they are received.
- ❖ In the event that there is high demand for a book or that a book is required for librarian work, the Library reserves the right to discontinue or to limit the borrowing time for that book.
- ❖ Borrowers must show their library card or their student ID when they are borrowing a book.
- ❖ Borrowers who have not returned the borrowed books within the specified time period are charged 0.30€ per day per book.
- ❖ In the event that a borrowed book has been lost or damaged, the borrower is required to replace that book.
- ❖ Termination of the relationship with the University requires the return of all borrowed books, so that there are no fines. A confirmation that all obligations have been fulfilled is provided by the Library.

MATERIAL THAT CANNOT BE BORROWED

- ❖ Reference material (encyclopedias, dictionaries, etc.)
- ❖ Valuable, rare or books no longer in print
- ❖ Material that is for use in site only
- ❖ Volumes and issues of periodicals
- ❖ Daily newspapers (Greek and foreign)
- ❖ Statistical publications.



Interlibrary Loan

- ❖ The members of AUEB Library can borrow from other libraries, with the terms and conditions of borrowing that apply to each library.
- ❖ Students of other universities can borrow material by submitting an interlibrary request from their university library:
 - up to 3 books for 7 days without the possibility of renewal
 - up to 3 books from the collection "Reserved Books" for three days with no possibility of renewal.
- ❖ The interlibrary loan process is done online through the network of Greek academic libraries named «Iris».

