

# DAI Library Terms & Conditions

## Library Services & Fees:

- Annual Library Card (New Membership & Renewal) - 10€
- Replacement of a lost or damaged library card - 3€
- Media Reservation – 0,50€
- Late Fees - 0,50€ per item, per week
- Photocopy/Printout – 0,10€
- 30 minutes Internet Usage – 0,50€ for non-members

## Loan Periods:

Books are available to borrow for 28 calendar days. Members may borrow a **maximum** of 10 books per loan period. Members may then extend the loan period a maximum of two more times.

Periodicals are available to borrow for 14 calendar days. Members may borrow a **maximum** of 10 periodicals per loan period. Members may then extend the loan period a maximum of one time.

DVDs and Television Series are available to borrow for 14 calendar days. Members may borrow a **maximum** of 5 DVDs and Television Series per loan period. Members may then extend the loan period a maximum of one time.

## Reservation Policy:

Reservations for media can be made in-person, by telephone, or by email with a € 0,50 reservation fee. The reservation is valid for 7 calendar days, after which, the reservation fee will be forfeited and the media will be available for public loan.

## Extension Policy:

Media can be extended in-person, by telephone, by email, or by our online OPAC service, if the media is not reserved.

- Books are available for a maximum of two additional extensions.
- Periodicals are available for a maximum of one additional extension.
- DVDs and Television Series are available for a maximum of one additional extension.

## Late Fees:

Once loaned media is due to be returned, members have a 5 calendar day grace period in which to return loaned media. After which, members will accrue a 0,50€ fee **per item per week**.

## Lost/Damaged Policy:

Members of the library are responsible for contacting the DAI to notify of any late/lost/damaged media that was borrowed. **Late fees** are accrued when the member has not requested an extension of the borrowed media. (Members

can make such requests via telephone or email to the librarian on duty, or by using our online portal.) Late fees must be paid for prior to the member borrowing and/or extending new media.

Members of the library who have lost or damaged media from the DAI, either intentionally or accidentally, are required to pay replacement costs of said media, or may choose to replace the lost/damaged media with an acceptable copy. (An approval for replacement of an acceptable copy is determined by the lead librarian on duty.) Lost/damaged media must be paid for or replaced prior to the member borrowing and/or extending new media. If the member chooses to pay the library directly, cost will reflect current market prices. Periodicals borrowed from the library are irreplaceable and therefore will cost the member a fee of 10€ for any issues within a year old. Periodicals lost/damaged with an issue older than one-year will be charged 5€.

Damaged charges are accrued via the following assessments:

- Lost media is reported
- Media is returned in an irreparably damaged condition
- Media is mutilated
  - o Mutilation of library media is defined as the willful or reckless destruction of library materials by marking, underlining, highlighting, removing pages, cutting or tearing of pages, or causing damage or defacement to library material in any other way.

Failure to comply with the DAI's terms and conditions may result in limited media allowance and/or suspension of the member's account.