

הספרייה לחינוך ועבודה סוציאלית Education and Social Work Library

<http://educlib.huji.ac.il>

Circulation Regulations

Phones at Circulation Desk: 025882066 - 025883285

Opening hours at: <http://educlib.huji.ac.il/opening-hours-eng.html>

Library Cards

Student IDs, issued by the Student Accounting Department, serve as library cards.

Readers are responsible for any books borrowed on their card.

Library registration must be renewed at the Circulation Desk of each library independently at the beginning of each year.

Patrons must report any changes in their personal data (address, phone number, etc.) at the Circulation Desk.

If the library card is lost, notify the Circulation Desk immediately, in order to prevent illegal use of the card.

Messages from the library will be sent to the patrons' university's email account (Huji mail).

Borrowing Privileges

The following people are entitled to borrow books from the Education and Social Work Library as well:

- Faculty and M.A. and Ph.D. students from other Israeli Universities which have signed an Inter-University agreement, according to this agreement's clauses (i.e. Tel-Aviv, Bar-Ilan, Ben-Gurion, Haifa, Open universities and the Weizman Institute).
- Guests of the academic departments of the Hebrew University: under those departments responsibility.
- Other patrons, according to the Library Authority's policy.

Students in the School of Education, the School of Social Work or the Melton Center for Jewish Education may borrow up to 20 regular books and 3 reserved items.

Other Hebrew University students may borrow up to 10 regular books + 3 reserved items.

Loans of Regular Books

Most of the books found in the Reading Rooms are available for two week loans, unless noted otherwise (check the book in the catalogue, under "All Copies"). M. A. theses and doctoral dissertations are available for one week loans.

Loan of Reserved Books

Reserved books may be borrowed during the day between 9: 00 and 13: 30.

Reserved books may be borrowed overnight from 14: 00 onwards, during the week.

Overnight borrowings must be returned before 10: 00 the next day.

Only one reserved book (for overnight borrowing) may be ordered at the circulation desk:

- in person between 9.00 -12.00 or

- by phone between 9.30 -12.00. Reserved books cannot be ordered through the catalogue.

Reserved books may be borrowed for the weekend from 14: 00, on Thursdays. They must then be returned by 14: 00 Sunday.

Reserved books may not be borrowed between 13: 30 and 14: 00.

Reserved books cannot be extended.

Returns

Books must be returned to the Circulation Desk of the Education and Social Work Library.

The patron is responsible for returning the books which he/she borrowed.

When the library is closed books may be returned through the slot in the door next to the stairs going down (see map on the entrance door).

Extensions of the Loan Period

Books on loan are renewed automatically every day, unless they have been requested by other patrons, or there is a problem with the reader's library card (card is not updated, unpaid fines, etc.)

A notice will be sent to the reader's HUJI email address when a book is due to be returned.

It is the reader's responsibility to check his library card for the due date of his books.

Requests for Books Out on Loan

Regular books: Using the catalogue you can request that books out on loan be held for you when they return. The requested book will be held for you at the Circulation

Desk for 7 days after it is returned and you will be notified to your HUJI email address that the book is currently waiting for you at the circulation desk.

You can learn that the book has been returned by going into < Your Library Card> and clicking on < requests> If the book has been returned, the rubric < status of requests> will state that it is waiting for you.

Reserved books: One item per day may be ordered, between 9: 00 and 12: 00 only. You must provide the book's "system number" and your ID number. The book will be held for you only until 17: 00.

Videos and DVDs: May be viewed only in the library, by prior arrangement with Ms. **Inbal Tussia Elizur**, the librarian in charge, tel: 02-5880323

Inter-Library Loans

Books and articles from other academic libraries in Israel may be ordered, for a fee. Forms and additional information is available in < InterLibrary Loans> on the left side of the library home page or at the Circulation Desk.

Fines

All patrons (including faculty) who return books late will be subject to a fine: NIS 10/day for a regular book and NIS 3/hour (or NIS 30/day) for a restricted book. The amount of the fines is set by the Library Authority and is revised from time to time. The number of late-days on which the fine is based includes also days on which the library is officially closed, weekends, holidays, etc.).

Lost books

A patron who loses a book must pay the cost of the book plus NIS 30 handling charges. Alternatively, the patron may supply an identical copy of the book, in good condition.

In case of repeated offenses, late returns which hurt other students, and unpaid fines, the Library will:

1. Withdraw library privileges.
2. See to it that departmental privileges are withdrawn.
3. Submit a complaint to the University Disciplinary Committee.

The above rules are in accordance with Library Loan Regulations and were ratified by the University's ruling bodies.