

Library rules and regulations

General regulations

The Library of the School of Philosophy serves primarily the members of the academic community but it can also be used by the general public.

1. When the users enter the building, they can leave their personal belongings in a locker and take them when they leave. The Library accepts no responsibility for loss of or damage to personal belongings.
2. Pregnant women, people with disabilities and over-aged people are granted priority in being served.
3. The use of the Library material is subject to the current legislation regarding copyright (L. 2121/93, L. 4487/2017 and relevant international agreements). Library items are provided for personal study only. It is not allowed to save and/or photocopy this material on a systematic basis or use it for commercial reasons.
4. The computers and the electronic services must be used in the context of academic principles. The library equipment should be kept in good condition and other users should not be prevented from using it.
5. When you finish using an item, you should place it on the trolley located on the floor you have taken it from. In case you want to use the same material on the following days, you should place it on the special trolley on the 1st floor, even if you have taken it from another floor.
6. Items borrowed and returned the same day can be borrowed no later than one hour before closing time and must be returned half an hour before closing time. The user should provide evidence of identification, ie. academic id. card, library card or other official document.
7. Keeping silent, respecting the other readers, keeping your mobile phone -and other sound generating devices- in the silent mode are necessary conditions for the library's smooth operation.
8. It is the readers' obligation to make proper use of all library property like PC, furniture, etc., to maintain the place clean and avoid damaging the material (ie. underlining, creasing or folding pages).
9. In the Library premises, smoking, consuming food and drinking is forbidden.

The proper functioning of the Library requires the cooperation of all of us

Borrowing

- All members of the School of Philosophy are eligible to borrow Library material. In order to acquire this right, those interested should fill in the [Library Membership Application](#) form and submit it to the Library Circulation Desk bringing with them their academic id. card.
- For users that do not hold an academic id. card, the Library issues a library card once they provide official evidence of identification. Library cards are personal and cannot be transferred to another party.
- Undergraduate students can borrow up to three (3) items for seven (7) days and renew them for seven (7) more days.

- Undergraduate students that are not eligible for free distribution of course books (Eudoxus) can borrow up to two (2) course books for thirty (30) days and renew them for thirty (30) more days (Call number prefix: ΔΣ). Students should obtain from their Department Registry an attestation confirming their eligibility to borrow such books.
- Undergraduate students from the foreign language departments can borrow up to seven (7) foreign language course-books for fifteen (15) or thirty (30) days depending on the availability of copies in the library (ΞΔΣ). Renewal is possible only if there are still available copies on the shelves. They cannot borrow more than seven (7) items in total if they have also borrowed EVDOXOS course books or other items from the collection.
- Postgraduate students, Ph.D candidates, post-doctorates, administrative and other members of staff of the School of Philosophy can borrow up to five (5) items for fifteen days (15) and renew them for fifteen (15) more days.
- The teaching staff, academic grant-holders, and visiting professors of the School of Philosophy can borrow up to seven (7) items for thirty (30) days and renew them for fifteen (15) more days.
- The teaching staff, students and staff members from other Schools of NKUA can borrow through the interlibrary loan service.
- Items not borrowed: rare books, reference material, doctoral dissertations, MA theses, journals, vinyl records, and manuals of general use.
- The Library reserves the right to ask an item to be returned or its loan time not to be renewed in case of increased demand.
- In case an item is overdue, the user is deprived of the right of borrowing for as many days as the item has been due.
- In case a borrowed item is lost, it has to be replaced as long as it is available in the market.
- Users should inform the Library in case there is a change in their e-mail, phone number, and status.