

Regulations ITM Library

1. General

- a. ITM Library
 - i. The ITM Library is a research library specialised in tropical medicine, international health and infectious and parasitic diseases. It houses a substantial collection of (e-)books, dissertations, (e-)journals and databases. ITM Library's mission is to facilitate research, learning and innovation in tropical medicine and public health by providing access to comprehensive, relevant and up-to-date resources and supporting ITM's scholarly endeavors.
- b. Application
 - i. These regulations apply to all users of the ITM Library hereinafter referred to as "library patrons".
- c. A copy of these regulations is available through the library website and a copy shall be supplied to any member of the library on request to the librarian.

2. Contact

- a. Contact & Location
Nationalestraat 155
2000 Antwerpen
(4th floor)
bib@itg.be
docdel@itg.be (for enquiries specifically about document delivery)
website: lib.itg.be
- b. Opening hours
Monday – Friday: 8u30 – 17u00
- c. Closures
Ad hoc closures may occur due to unforeseen circumstances (inclement weather, unavailability of staff,...). The library is closed between Christmas and New Year (one week) and on national holidays.

3. Admission and registration

- a. The following user groups are granted access to the library
 - i. ITM students, staff, or equivalent (such as ITM FWO fellows, retired professors, honorary appointees).
 - ii. Researchers with ITM affiliation
 - iii. External researchers whose research directly relates to ITM Library's collections
 - iv. External visitors who exhibit a clear interest in ITM and, specifically, the collections housed within the ITM Library, for the purposes of study and research.
 - v. ITM alumni and FA5 Alliance partners
 - vi. Other persons and/or organisations may be accorded certain library facilities at the discretion of the librarian
- b. Registration
 - i. Students, staff and retired ZAP's are automatically registered as users of the ITM Library. Their staff- or student card functions as a visitor pass.
 - ii. ITM alumni, FA5 Alliance partners and external visitors or researchers must register at the ITM reception and will receive a "day pass" which must be returned at the end of their visit.

4. Personal data and privacy

- a. Identification data, contact information such as (private) email address and/or borrowing history of (internal) users are registered in the library management system. These personal data are only used within the framework of the normal operation and quality monitoring of the service provision of the ITM library.
- b. The personal data of users who no longer meet the access requirements as outlined in Article 3 will be automatically deleted from the library management system after three years.
- c. Library patrons who wish to request access to, correct or erase their personal data, impose restrictions on its processing or have questions concerning the processing of their personal data may contact our Data Protection Officer at privacy@itg.be.

5. Conduct and use of library space and infrastructure

- a. Care
 - i. The infrastructure and furniture in ITM Library should be used in a safe and responsible manner for the intended purposes. The furniture and infrastructure should be kept in the same condition as it was made available.
- b. Rules of Conduct
 - i. Only activities related to study and research are permitted in the ITM library. The library may not be used as a permanent workspace.
 - ii. The ITM Library does not have lockers. Backpacks, laptops and other personal items are allowed in the reading room granted that the patron takes their belongings with them when they leave the library or at closing time. No items should be left behind in the library.
 - iii. Library patrons avoid any activity that may disrupt the normal operation of staff, services, or other users of the library.
 - iv. Group study must take place in the assigned group study area.
 - v. Library patrons shall at all relevant times treat staff and other library patrons with respect and courtesy and shall not act in a threatening, disorderly or offensive manner whilst on library premises.
 - vi. Library patrons follow the instructions of ITM library staff at all time.
 - vii. Consumption of food is not allowed in the ITM Library.
 - viii. Drinking (water) is only allowed if books and equipment cannot be damaged.
 - ix. Smoking, use of e-cigarettes or vaping is strictly prohibited.
 - x. Silence. The reading room is a study and quiet area. Please put your device on silent mode or turn off the sound. If you use headphones, make sure they do not disturb other library patrons. Any actions that may produce noise, such as conversations, which could disrupt the experience of other library users, should be conducted outside of the reading room within the ITM Library.
 - xi. The operation of lighting, windows and heating is exclusively carried out by (library) staff
- c. Limitation of liability
 - i. ITM Library is not liable for the loss, theft, or damage to the property of library patrons.

6. Borrowing ITM Library materials

- a. Borrower types
 - i. ITM staff and students: limit of 5 books for a period of 4 weeks. 1 bound journal volume may be borrowed for a period of 1 week.

- ii. External visitors with no ITM affiliation, ITM alumni and FA5 Alliance partners do not have borrowing privileges.
- b. Items that do not qualify for borrowing
 - i. Some library items are for consultation at the ITM premises only. This includes (but is not limited to), large reference works, the historical print collection located at the Broden gallery/room and/or in the closed stacks and student dissertations.
- c. Applying for a loan
 - i. Applications to borrow library material must be made in person at the library desk. The library patron wanting to borrow library material must identify themselves by showing their staff or student card. The item will be registered on their name for a period as defined by the borrower's type.
- d. Extending a loan
 - i. Students and staff may extend a loan only if the maximum loan period has not been exceeded or if the item has not been requested by another library patron or library (IBL). Staff and students may extend their loan by a period of 2 weeks. Extending a loan may be done through e-mail (docdel@itg.be) or in person at the library desk.
- e. Ending a loan
 - i. The librarian may recall any book from a borrower by notice (via e-mail or in person).
- f. Outstanding loans
 - i. Borrowers who fail to return library material within the loan period will lose their borrowing privileges. See also Article 10a.
- g. Responsibility of the borrower
 - i. The borrower remains personally responsible for each borrowed item. Borrowed items may not be passed on to third parties.
 - ii. Each borrowed item must be returned no later than the due date. Failure to return items on time, causing damages or loss will lead to the forfeiture of borrowing privileges.

7. Technical

- a. Desktop computers for patrons
 - i. The ITM Library provides two desktop computers that are permanently accessible for patrons to browse and utilise the library collections.
 - ii. It is strictly forbidden to insert external storage devices, such as USB memory sticks or SD cards, into the desktop computers.
 - iii. The desktop computers cannot be used for printing or scanning purposes. Library patrons with printing/scanning privileges need to use the Papercut software for printing and/or scanning.
- b. Wifi
 - i. Free WiFi is available to library patrons inside the ITM Library.
- c. Outlets
 - i. To ensure the safety and accessibility of the library space, library patrons may not block access to outlets or create trip hazards with their charging cables.

8. Photocopies, scans and printing

- a. Copyright

- i. The photocopier in the library serves only for copying and scanning work permitted by Belgian copyright law. It is not permitted to copy books or journal issues from cover to cover unless otherwise expressly permitted in writing by the relevant right holder(s).
- b. Use of photocopier
 - i. Only library patrons with a valid student or staff card can make use of the photocopier.
- c. Papercut
 - i. Students must make use of the Papercut printing software to print documents or scan library materials.
 - ii. A detailed description on how to use the Papercut software is available on the [ITM Library website](#).

9. Document Delivery

- a. Impala and Antilope network
 - i. The ITM Library participates in the Impala and Antilope network for interlibrary loans of books and document delivery of (e-)articles.
- b. Application
 - i. The ITM Library may procure resources from other libraries at the request of its own patrons. This service is not available for external visitors. Fees apply to this service.
 - ii. The ITM library will provide document delivery to registered Impala members.
 - iii. Other document delivery requests will be dealt with on a case-by-case basis.

10. Sanctions and Measures

- a. Exceeding loan periods
 - i. Library patrons who exceed the loan period as determined in Article 6 will lose their borrowing privileges for 8 weeks.
 - ii. Library patrons who repeatedly fail to return library material or return library material with significant damage will permanently lose their borrowing privileges.
- b. Other violations
 - i. Conduct which directly violates the regulations as outlined in Article 5 or conduct which is deemed otherwise offensive or inappropriate by the librarian can be sanctioned with an exclusion from the library for a period of up to 6 months.
 - ii. Repeated or severe offenses may lead to a permanent ban from accessing the ITM Library.

11. Exceptions

- a. The librarian may grant exceptions to these regulations.