

## **FURTHER REGULATIONS “OPEN LIBRARY”**

ESCP Business School Library, Campus Berlin

Version 2.2 (as of 01/10/2022)

1. The library is open from **9 a.m. – 9 p.m.** (Mo-Fr), whereas service hours are from **9 a.m. – 4 p.m.** (Mo-Thu) **and 1 p.m. – 4 p.m.** (Fr).
2. Use the library exclusively as a studying space and take into consideration your fellow students.
3. Handle the library's stock, equipment and property with care.
4. At the moment borrowing and information desk services will only be possible during service hours. Please make sure to borrow the media you need within this time. Taking media without borrowing them over your library account is not permitted.
5. You can use the free book scanner if you urgently need a print resource. Remember you are only allowed to scan parts of it and should respect the copyright policy.
6. For returning books you can use the drop box next to the library's entrance.
7. Leave the library and campus immediately when advised by the security staff. You can pick up any remaining belongings the next day.
8. As a security measurement and under data protection guidelines two cameras are used.
9. “Terms of use” (Version 2.0) remain valid and must be applied at all times.
10. All regulations must be respected, if not consequences will be suffered.