

REGULATIONS FOR THE OPERATION OF THE LIBRARY AND READING ROOM OF THE POSTGRADUATE PROGRAM OF THE UNIVERSITY OF THESSALY
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1. Library

The Library of the University of Thessaly operates daily from Monday to Friday, from 08:00 to 20:00, except for the annex of the Medical School, which operates from 08:30 to 21:30. The Central Service of the Library, responsible for material pickup, library processing, and distribution to the branches, operates throughout the calendar year from 08:00 to 15:30. All members of the University community and the general public have the right to use the Library. Upon entering the Library, readers leave their bags and other belongings in the designated entrance area, following the instructions of the Library staff. The consumption of food, drinks, and smoking is not allowed in the Library and the Reading Room. Readers are required not to reshelve the books or periodicals they used. After use, readers close the books and leave them neatly either at the edge of the table or in the designated area indicated by the Library staff.

2. Reading Room

The Reading Room of the Postgraduate Program operates according to a schedule announced at the beginning of each semester, aiming to directly serve the needs of the Postgraduate students. All students and instructors of the Postgraduate Program have the right to use the Reading Room. The operating hours of the University of Thessaly Library and the Reading Room of the Postgraduate Program during the months of July and August will be determined based on the available staff.

Please:

- Respect the regulations of the Reading Room and follow the instructions of the responsible staff.
- Work in a manner that does not hinder the work of others.

The person in charge of the Reading Room is not responsible for any losses or damages to personal items.

Right of entry and use of the Reading Room

The right of entry and use of the Reading Room is granted to all employees and students of all levels of the Department of Economic Sciences.

Upon entry, students must have their student ID with them and present it to the respective person in charge (if requested).

Entry to the Reading Room is allowed only for those who intend to study, work on an assignment, or search for a book from the lending library of the Postgraduate Studies Department.

Books or other materials from the Reading Room are not allowed to be taken outside of it.

The use of laptops is allowed in the Reading Room under the condition that their components comply with the existing provisions.

In the Reading Room, the following are NOT allowed:

- Smoking
- Use of mobile phones
- Consumption of drinks or food
- Listening to music (unless using headphones and at a volume that does not disturb others present).

Those who do not follow the regulations or the instructions of the Reading Room authorities will be asked to leave.

Reading Room Operating Hours: Monday to Friday 10:00 AM - 9:00 PM

3. Borrowing

To obtain the Library user ID, which allows users to borrow material from the Library, prospective users must complete the relevant application in card format, provided by the employee of the branch where they submit their application. Submission of the application for user status implies acceptance of all terms of this Regulation.

Students must show their student ID, provide their home address, permanent residence address, and phone number if available. Members of the academic community must provide their ID details if not known to the Library staff. Public users are issued a user ID based on their ID details, work and home address, and phone number if available.

The issuance of the Library user ID is carried out by the Central Library under the supervision of the Head or Organizational Manager of the Library. The user ID can be used for borrowing or searching for material in all Library branches, regardless of the branch where the application was submitted.

Scientific and other periodicals, dictionaries, and reference books are not available for loan. Manuscripts, rare editions, and other valuable Library materials are also not loaned out.

Library users can take periodicals or other non-loanable material to photocopy within the University premises, leaving their ID with the Library staff. Artistic or other valuable books that deteriorate with photocopying cannot be copied. If there is a photocopy machine in the Library, the process takes place within the Library premises.

Postgraduate students and researchers can borrow up to eight (8) items simultaneously, while the public can borrow up to three (3) items. The loan period is ten (10) calendar days, with the option to renew for an additional ten (10) calendar days, with an obligation to return upon the first request.

Members of the University community, excluding students and administrative and technical staff of the University, can borrow up to twelve (12) items simultaneously. The return period is twenty-one (21) calendar days for these categories and fifteen (15) calendar days for

teachers under Law 407/80. Renewal is allowed for ten (10) calendar days, with an obligation to return upon the first request.

Users who consistently delay the return of borrowed material lose borrowing privileges for six (6) calendar months. Users with overdue books or materials are not allowed to borrow additional items.

Borrowing privileges are non-transferable. Each user borrows for themselves, and borrowing is done on a first-come, first-served basis.

Borrowers are responsible for the books they have taken. Underlining or notes in books are not allowed. Mishandled books are not accepted for return. Users who lose or mishandle borrowed material must replace it within thirty (30) calendar days. Failure to do so results in a charge, and the value of the book is collected through public revenue collection procedures.

A specific number of books or materials essential for classes and seminars, with limited copies, form a Closed Collection and are only loaned to students, academic staff, and instructors. The collection is compiled at the beginning of each semester in collaboration with teaching staff and Library personnel and is maintained throughout the course. Books from the Closed Collection can only be borrowed for three (3) hours during classes or for one evening after Library hours, with an obligation to return by 9:00 AM the next day. Failure to return the material by this time results in a three-week suspension from borrowing from this collection.

In no case is the export of books or other material from the Library allowed without going through the borrowing process. An inspection is conducted upon exiting the Library for all users without exception, and users must show understanding, courtesy, and sensitivity regarding this matter.

This Regulation may be revised after reasonable use for a certain period, with a proposal from the Library Committee and a decision by the Senate of the University of Thessaly.