

## Users

LIC services are addressed to the following:

- Research and teaching staff
- University of Patras students
- University of Patras postgraduate students
- University of Patras staff
- External Patrons (people who don't belong to any of the above categories like, students and staff from other Universities and everybody who wishes to use the library and its services).

Borrowing books is normally permitted to registered users only and is conditional on observance of the regulations and associated guidelines in force at the time. It is the patrons' obligation to be careful in the way they use the material. In case of misuse or loss they have to replace the item.

Inside LIC patrons are not allowed to:

- Consume food and drinks
- Smoke
- Enter with jackets or bags

## Library Card

The Library Card can be issued at the Circulation Counter by filling the appropriate form. The card is free for university members. External patrons must pay a fee of 30 €.

## Photocopiers

Photocopy machines are provided for LIC materials that cannot be borrowed. At the Circulation Counter special magnetic cards are provided. The cost per page is 0,04 €.

## Inter-Library Loan

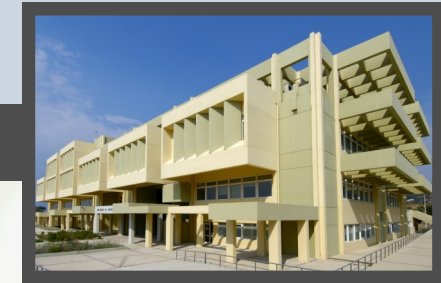
In case a patron wishes to use material that cannot be found in LIC, then he can order that material (books or articles) through the Inter-Library Loan Service.

For more information visit Interlibrary Loan department or call 0030 2610 969622.

## Opening Hours

Monday to Friday 08:00-21:00

Variations during Christmas, Easter and summer vacations and other times will be advertised.



## Address

University of Patras,  
Library & Information Center,  
265 04,  
Patras  
Tel: 0030 2610969621  
Fax: 0030 2610969673,  
info@lis.upatras.gr

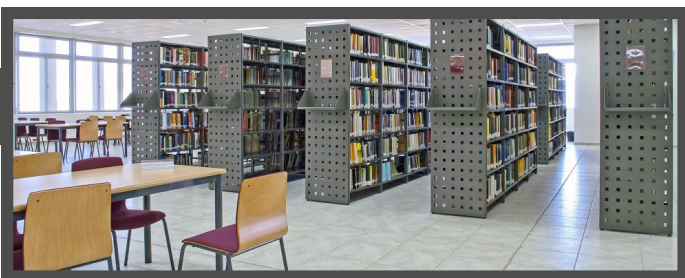
LIC regulations

## Services

LIC collects and provides authoritative information to every patron and houses in its specially designed area the following material:

- General informative material such as encyclopedias, dictionaries, bibliographical catalogues, manuals, etc
- Scientific journals and books
- Theses published in the University of Patras and other Universities.
- Books and Donations of special and general subjects and interest
- Audio-Visual material: cassettes, optic disks, CD-ROMs, VHS, films, microfiches
- Electronic databases with sound, picture, digital databases with full text, either on-line or CD-ROM
- Software packages (graphics, word processing, etc)
- Course brochures from foreign and Greek Universities and other relevant publications

All the material is catalogued and classified according international standards and it is available through the Online Public Access Catalogue (OPAC). All patrons can have access to the OPACs, the databases and the electronic packages that belong to LIC.



## Organization of Services

LIC comprises of the following departments:

- Administration & Secretariat Department
- Acquisition & Technical Services Department
- Automation - Research & Development Department
- Circulation & Reader Services Department
- User Support Department

## Circulation regulations

Patrons may borrow materials up to the limits applicable to their status (please check the table below). These limits are determined by the LIC Committee.

Patron's category	Maximum number of book loans	Book category	Loan Period	Renewals
Research and teaching staff	5	AEXE	- 15 days	1
		AΣXE	- 15 days	1
		AΣXE	- 15 days	1
		Δ1N	- 1 night	0
		Δ	- 30 days	2
Postgraduate students	4	AEXE	- 15 days	1
		AΣXE	- 15 days	1
		AΣXE	- 15 days	1
		Δ1N	- 1 night	0
		Δ	- 30 days	2
Students and Academic staff	3	AEXE	- 7 days	1
		AΣXE	- 15 days	1
		AΣXE	- 10 days	2
		Δ1N	- 1 night	0
		Δ	- 30 days	2
External Users	2	AEXE	- 7 days	0
		AΣXE	- 7 days	0
		AΣXE	- 7 days	0
		Δ1N	- 1 night	0
		Δ	- 30 days	2

### Abbreviations

“AEXE” are widely used items in the Greek language

“AΣXE” are frequently used items in Greek languages

“AΣXE” are frequently used items in foreign languages

“Δ1N” are items that can be on loan only for one night

“Δ” are items that belong to a donation

Dictionaries, encyclopedias, manuals, report books and journals cannot be borrowed

Patrons shall return material to the Library of issue by the date specified or upon demand. It is the responsibility of patrons to ensure that they are in a position to respond promptly to recall notices. Fines or charges on overdue materials are 0,58 Euros per Item per day (weekends not included).

Upon graduation, students must return their card to LIC and receive a certificate that they do not own money or books.

### How to Renew Items

Patrons can renew items that are already out on loan to them provided that

- they have not been requested by another user,
- they have not been renewed by themselves for the maximum number of times,
- they are not overdue,
- they do not have LIC card restricted for any other reason,
- you can renew items either by calling the Circulation desk (2610-969621), or by presenting your card.

### How to Reserve Items

Patrons have the right to reserve up to two items that are on loan and the reservation is valid for 3 days.