

Getting to know the library



Odisee
DE CO-HOGESCHOOL

KU LEUVEN



WELCOME !

Get to know our services!

Computers

Odisee and KU Leuven on Campus Brussel, Gent and Aalst students and staff receive a personal login and password to use the PCs and consult the databases. Other visitors and readers can make use of one of the guest logins. More information is available from the front desk staff.

The public PCs in the library rooms are to be used exclusively for study and research purposes. It is not allowed to change the PC settings, install software or connect digital devices to the network.

Limo discovery service and databases

- Limo (Limo.libis.be) can be used on the computers in the reading rooms. It contains the complete collection and is constantly updated. The user-friendly interface provides the library visitor with various search choices. Limo is freely available on the library website bib.odisee.be. Catalogues of other libraries are accessible through the links provided on the library website (bib.odisee.be/node/37).
- Online bibliographic and full text databases can be consulted at any Odisee campus. Most online databases can also be consulted from your home (off campus) by logging on to the library website bib.odisee.be/node/41. You can find the latest information about the collection, its availability and accessibility on the library website.

Who can borrow?

- Regular students and staff of Odisee and KU Leuven on Campus Brussel, Gent and Aalst (and those given equal rights) are allowed to borrow free of charge with their personal and valid library card (student or staff card).
- Students or staff of Associatie KU Leuven, FUSL and IFMA are entitled to borrowing with their personal and valid student or staff card.
- All alumni are entitled to borrowing privileges provided they pay a one-off deposit of €25.00.
- Students and staff of VUB and EhB are entitled to borrowing privileges upon presentation of their valid student or membership card and provided they pay a one-off deposit of €25.00.
- The most recent list of who is allowed to borrow under which conditions can be found on the registration form.
- People who belong to neither of the groups listed above will be considered as 'visitors' and, consequently, are not allowed to borrow. However, they are allowed to consult, scan (free) and copy (for an additional fee).

Peace and order in the reading room

- **Eating and drinking** is not allowed in the library. Only bottled water or drinks in sealable bottles are allowed.
- **Noise** (e.g. talking loud, music, making phone calls etc.) is not allowed in the library. Team work may not disturb other library users.
- Backpacks or bags larger than an A4 size must be left in the **cloakroom** on campuses where library lockers are available. (Suit) cases/travelling bags cannot be deposited.
- **Lockers** can be used free of charge during your visit to the library.
- The library staff is not liable for **theft or damage**. The user is always responsible for his possessions.
- The library premises are equipped with **CCTV**. The recorded images may be used by authorised staff within the confines of the laws and regulations with regard to the use of security camera's and data protection.
- All library users must abide by the **Belgian copyright law** and related legislation.

Borrowing rules

- You can only borrow or renew a loan when using your personal library card or equivalent documents.
- You are **personally responsible** for the items borrowed on your library card. Your borrowing privileges may be suspended even if the overdue, damage or loss was caused by someone else.
- A **'normal loan'** is for two weeks and is renewable for up to ten weeks.
- **'No loan'** items cannot be borrowed.
- An **'overnight loan'** can only be borrowed after 4.30 pm and should be returned before 12 am of the next working day. It cannot be renewed.
- A **'very short loan'** should be returned before closing time of the next working day and cannot be renewed.
- A **'short loan'** is for one week and is not renewable.
- A **'long loan'** is for four weeks and is renewable for up to twelve weeks.
- You are allowed to borrow up to **30** items at a time.
- Different borrowing rules apply to staff. Please ask the library staff for details.
- Non-regular users have limited borrowing privileges.
- **Renewing** is not possible when the borrowed material has been reserved by another library user in the meantime. In other cases, a renewal is a favor and not an automatic right. Consequently, in certain cases renewing shall not be allowed.
- **Reservations** are only possible if the item is on loan.
- You can make an online reservation and renew your loan online by logging in on **Limo**.
- Frequently requested documents may be temporarily withdrawn from circulation.
- Failure to return borrowed material or lendable locker keys by the due date shall result in a **fine** of €0.10 per item per working day. This rule is not applicable to staff. The fine for borrowed items with 'overnight loan' status is €0.50 per item per hour.
- Fines must be paid **electronically**.
- **Deposits** shall be refunded by bank transfer at fixed times and on the request of the borrower. The deposit is fully refundable only if there are no fines or compensations to be paid.
- Always check items for damage and completeness before you borrow them. If you damage or lose borrowed items, you must report this to the library staff as soon as possible.



ILL or Interlibrary Loan

By submitting an ILL request you can have books or (digital) copies of journal articles from another library transferred to Odisee. The books and copies are for personal use only.

- Only Odisee and KU Leuven on Campus Brussel, Gent and Aalst students and staff, including emeriti, guest staff and FHS vzw staff are allowed to use the ILL service offered by their own campus.
- Complete the request form at the library desk, submit your request through [Limo](#) or send an e-mail with the relevant references for your request to your campus library.
- Students can be charged a flat fee of €2.50 for a domestic ILL request. For a foreign ILL request with a maximum cost of €25.00, the student shall be charged €8.00. For more expensive requests, the student shall pay half of the actual cost.
- If you do not pick up/consult a requested item, you are still accountable for the expenses made or you can be sanctioned. If an ILL request fails because the lending library has sent the wrong item or has not sent anything at all, there will be no charge.
- The loan period of an ILL loan can only be extended exceptionally and exclusively by the ILL administrator, after consultation with the supplying institution.



Did you know?

Even when the library is closed, you can make use of some of the library services. You can access most databases 24/7 from anywhere.

Just follow the links on our website:

bib.odisee.be or bib.kuleuven.be