

# Utrecht University Library regulations

Utrecht University Library likes to offer its visitors a peaceful study environment and we appreciate your co-operation. Visitors are expected to be familiar with the library regulations and to observe them.

## 1. Entrance control

After 5 p.m., in the weekend and during the holidays visitors to the University Library City Centre and the University Library Uithof must show a valid proof of identity upon entering the library: driving licence, passport, identity card or a (digital) UU-student card with photo.

## 2. Peace and quiet

Library or security staff may address visitors whose behavior causes nuisance to other visitors or staff members and ask them to respect the library regulations. They may order visitors who cause nuisance to leave the University Library, or decide that troublesome visitors will be denied entrance for a longer period of time. The latter disciplinary action is always confirmed in writing.

## 3. Coats and bags

Visitors are allowed to bring coats and bags into the library. Library and security staff are authorized to check any coats and bags brought inside. Lockers are available.

## 4. Lockers

Lockers must be left open and empty at the end of the day. Utrecht University Library reserves the right to open any lockers that are still closed after closing time. Any items found inside the lockers will then be forfeited to Utrecht University Library.

## 5. Taking up study spots

When visitors stay away from their study spots for more than thirty minutes, their things will be put aside and another visitor may take their place. Saving a study spot for third parties is not allowed.

## 6. Liability

Utrecht University Library cannot be held liable for any damage to and/or theft of visitors' personal belongings.

## 7. Vandalism and theft

Visitors must handle and use all library materials and facilities with care. For instance, it is not allowed to disconnect the plugs of computers and monitors from the power sockets. Visitors who are found guilty of vandalism, misuse of facilities or theft may be denied access to the University Library facilities and/or the University Library building. The costs incurred to repair damage will, at all times, be recovered from the person who inflicted the damage.

## 8. CCTV

In the buildings of Utrecht University Library, a CCTV surveillance system is installed in order to prevent theft of property.

## 9. Animals

Animals are not allowed in the library buildings, with the exception of guide dogs for the blind.

## 10. Mobile phones

Using mobile phones is allowed, except in the reading rooms and among study places, and as long as it does not cause inconvenience to other visitors.

## 11. Eating, drinking and smoking

Food and drink are not allowed in the library, except for securely-capped bottles of water. Smoking is not allowed in any library area.

**12. Film and photographs**

Visitors are not allowed to film or take pictures inside the Special Collections Reading Room and the Map Room, because it may harm the collections. In all other areas of the library building, taking pictures is allowed. Persons should be asked for permission before taking their picture.