

REGULATIONS FOR THE PROVISION OF SERVICES TO EXTERNAL USERS

COMPLEMENTARY DECREE UDEC No. 200 147

1. GENERAL PROVISIONS

1.1. The services of the Library System of The University of Concepción (Bibliotecas UdeC) can be accessed by individual users who provide proper identification and have been authorized by the Head of the Circulation Department upon the presentation of a certificate provided by the company or institution to which the requesting users belong.

1.2. The person who wishes to obtain member status must pay a fee in accordance with the following classification:

UdeC Alumni	USD 38.00 aprox. for 6 months
General public	USD 114.00 aprox. for 6 months
Retired staff	Material consultation in the Reading Rooms is cost-free. To borrow circulating materials they must pay for the library card. High Demand books and books from the Reserve Collection cannot be borrowed.
Emeritus professors	Material consultation in the Reading Rooms is cost-free. To borrow circulating books they must pay for the library card.
Associates of the University of Concepción Corporation	Material consultation in the Reading Rooms is cost-free upon the presentation of their membership card.
Occasional users ("one-day subscribers")	USD 9.00 aprox.
Students from universities that are members of the Council of Chilean University Rectors (CRUCH)	Material consultation is restricted to the Reading Rooms and is cost-free. Students must present an application (Visitor's Pass) issued by the Main Library Office of the borrowing university.

2. HOW TO GET A LIBRARY CARD

2.1. The prospective user who wishes to obtain the library card must comply with the following requirements:

- The Head of Circulation must authorize the issue of the library card
- The prospective user must pay the registration fee and provide a recent passport-sized photo (4.5 x 4.5 cm)
- Alumni must present a photocopy of their professional degree certificate.
- The prospective user must fill in the personal data form

2.2. The library card will be processed by the Circulation Department.

2.3. The library card will be valid for 6 months and can be renewed by paying the corresponding fee.

2.4. The library card is not transferable and its misuse will result in a month's suspension of borrowing privileges. Should the misuse be repeated, borrowing privileges will be suspended permanently. All librarians have the power to confiscate a library card when appropriate.

2.5. Should the library card be lost, the user will have to pay the equivalent of USD 9.00 aprox. in order to get a new one.

3. INFORMATION SERVICE

3.1. The services offered are:

- Consultation/reading of printed materials in the Reading Rooms;
- Loan service, only for books;
- Document copying.

3.2. OPENING HOURS

Monday – Friday: 9am – 8pm

Saturday: 9am – 1pm

4. SERVICES

4.1. LOAN (Circulation Department)

4.1.1. To borrow a book, users must show their student university ID card and fill in the loan request form with the classification number of the book desired.

4.1.2. Any book borrowed must be returned on the date stamped in the back of the book.

- 4.1.3. Users can only borrow two books that are not in high demand. Renewals of this material will be made according to demand.
- 4.1.4. Users will not have access to library materials in the Reserve collection, books in high demand or digital collections.
- 4.1.5. Failure to return items on the due date will be penalized for each day the item is overdue.
- 4.1.6. If the user loses a book, he/she will have to replace it or pay for it. Until the situation has been rectified, the user cannot access Library System services.

4.2. REFERENCE AND PERIODICALS (Journals Department 4th floor)

- 4.2.1. Journals and reference material are restricted to the Reading Rooms.
- 4.2.2. Access to recent newspapers.
- 4.2.3. Users who want to consult or read a newspaper collections from previous years must pay the fee established by this Department.
- 4.2.4. Copying of documents must be requested at the information desk to be done through the Bibliographic Service and the user must pay the corresponding fee.

4.3. SPECIAL ROOMS (consultation restricted to the reading room)

- 4.3.1. Sala Chile/Sala de Tesis (2nd floor): Specialized collection on Chilean and regional history. It contains information about the University and undergraduate theses.

4.3.2. OPENING HOURS

Monday – Friday: 9am - 12.30pm and 2.30pm-6pm

- 5. **SPECIALIZED FACULTY LIBRARIES** Special conditions apply. Please ask the staff of the library concerned.