

Who has the right to borrow material?

Students and professors in the postgraduate courses and personnel of the CIDOB and IBEI Foundations
Accredited researchers.
Former students up until one year after the end of their studies.

What documents can be borrowed?

All of the books found in the catalogue except for some duly indicated ones, which may be either subject to restrictions or excluded from borrowing.
Periodical publications, reference works and the rest of the Library's documentation cannot be checked out.

How does one check out books?

Library users must bring the books to the check-out desk along with their library card, which is personal and untransferable.
The card is valid for one year.

How many books, and for how long?

Up to three books, for one week.
Up to six books on the eve of the holiday periods of Easter week, summer vacation and Christmas vacation.
Professors can borrow up to ten books to be used in the classroom. In this case, the maximum length of this loan is 24 hours.
In the case of bank holidays and the vacation periods mentioned above, the loan will last until the first working day on which the Library is open.
During the period of the loan, it is the responsibility of the borrower to ensure that the books remain in good condition .

What time can materials be checked out?

The Library's hours are from 10:00 a.m. to 2:00 p.m. and 3:00 p.m. to 6:00 p.m.
Mondays through Fridays. Books may be checked out from the time the Library opens until 15 minutes before closing (both in the morning and in the afternoon).
Books may be returned at any time the Library is open.

Renewals

Books can be renewed as long as they have not been requested by another user and if the renewal request is made within the loan period.
If these conditions are met, a book may be renewed up to three times.
Renewals can be made either at the desk of the library staff or by telephone during Library hours.

Sanctions

It is the user's responsibility to return the books to the Library during the established period of time. Late returns will be subject to sanctions.
For every day a book is overdue, the user will have a five-day suspension of borrowing rights (which does not include holidays and weekends).
The Library will request users to return overdue materials, using the personal information that it has. It is the user's responsibility to keep this information up to date. Not receiving the Library's request for the return of materials does not excuse the user from sanctions.
Books which have been lost or damaged must be replaced. The user will be temporarily excluded from borrowing materials until this replacement has been made.