



## Regulations of Operation

The present Regulations contain the norms that govern and guide the good operation of the Library of ITN.

All users of the Library are subject to this regulation, independently of their bond to ITN or category.

### • **Presence reading**

1. The access to the reading room is free.
2. It is not allowed to smoke, eat or drink in any of the areas of the Library.
3. The users are authorized to use all the Library materials and, simultaneously, foreign materials (personal objects, notebooks, etc.) in the case they don't harm the reading service.
4. After use, the documents should be placed in the cart made available in the room for that effect. The readers should not put the documents on the shelves.
5. The users have the possibility to make photocopies in self-service regime.

### • **Loan**

1. Periodic publications, encyclopaedias, manuals, dictionaries and other reference books properly marked are unavailable for loan and they can only be used at the Library.
2. The books of interest for certain Services of ITN can be requested to the Library, and their conservation will be of the responsibility of the Service. They should return to the Library annually for the respective inspection.
3. The remaining books and documents can be requested, being enough to fill out the "ghost" inserted in their interior and leave it on the service counter, in the case of books, or by the completion of a request made available at the service counter, in the case of the documents.
4. The books should not be more than one month out of the Library, being necessary to renew their request after this period, with the responsible of the Library.

### • **b-on**

- **b-on** (Library of Knowledge online) can be consulted in one of the computers existent in the Library and made available for that effect, being enough to introduce the username and password.

### • **Penalties and return of publications**

- The users cannot be exempted of the responsibility for the devolution, misleading or damage to the material of the Library. They should restore or pay the value, in case of misleading or damage to the material (deletions, annotations, lack of pages, etc.).
- In the absences for vacations or lingering missions, the users should return to the Library the requested books and documents.