

Circulation rules

Lending:

The home loans service allows users to request documents for use outside the Library for a specified period.

This service is available to the entire active IST community (faculty, researchers, students, scholarship holders, staff, etc.).

The following types of documents are excluded from home loans:

- Scientific journals
- Reference works (dictionaries, encyclopedias, etc.)
- Standards
- Theses and dissertations
- Historical collection documents

There are maximum limits for the number of documents that can be borrowed simultaneously and for the duration of each loan, depending on the reader's category. (see Appendix)

In the event of loss or damage, the reader must replace the document. If impossible to do so, the reader must provide a document of the same cost, by agreement with the library.

Renewal:

The loan may be renewed up to two times, either through the user's personal area in the Online Catalog or in person at any Library location.

The renewal must be carried out on the exact day the current loan period ends (it cannot be done earlier or later).

If there is a reservation placed on the requested item, renewal is not allowed and the document must be returned.

Holds:

It is possible to place holds on items on the Online Catalog.

If more than one reservation is placed on an item, a waiting list is created according to the order of requests. When the item becomes available for pickup, the requester is notified via email.

Appendix – home loans rules table

Reader's category	Max. simultaneous documents	Loan duration (week days)	Number of renewals
IST - Student – Undergraduate	3	5	2
IST – Student – Master's	3	5	2
IST – Student – Integrated Master's	3	5	2
IST – Student – Isolated units	3	5	2
IST – Student – Specialisation course	5	23	2
IST – Student - Advanced Specialisation	5	23	2
IST – Student – Advanced and Lifelong learning	5	23	2
IST – Staff	5	5	2
IST – Faculty and researchers	15	23	2