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Specific conditions

For the loan of spaces for group work

- To use the group work spaces, users must reserve the space.
- A minimum of two people is required to reserve a group work space. The maximum number of people will be determined by the capacity of the space.
- The user who makes the reservation is responsible for the group, the key and for ensuring that the space and its equipment are used appropriately.
- If this person has to leave while the space is still in use, a new person must be appointed at the loans desk.
- Spaces may be reserved up to a maximum of three hours.
- When this period expires, the person in charge of the group can ask to extend the reservation at the loans desk provided that the space has not been reserved by another group.
- Users may make a maximum of two reservations spaces.
- If a space has not been occupied within fifteen minutes of the start of a reservation, the staff of the CRAI will make it available to other users.
- Users must take care of their personal belongings because the CRAI will not accept any responsibility for any loss or damage to them. The User Help Desk will treat personal belongings that are left in a group work space as lost property.

For the loan of equipment

- Any information that has been saved on loaned equipment must be downloaded to the user's own personal equipment before the loaned equipment is returned to the CRAI.
- Equipment must be returned within the opening hours of the loans service of the same CRAI from which the equipment was loaned.
- Equipment is exclusively for learning and teaching.



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2019-2020 Academic year

LOAN SERVICE OF THE URV CRAI

Loan of documents, spaces and equipment



Key points regarding the use of the borrowing service:

- You can request and return documents at any of the URV's CRAIs.
- You must always present your university **card** or your accreditation as a user of the CRAI.
- Consult the **catalogue** to find out the location and availability of documents and group work spaces .
- You can ask for equipment (laptops, etc.) at the loans desk of any CRAI
- You can manage your loans, reservation, renewals and cancellations through **El meu compte** (My account)
- For more information, consult the *Reglament del servei de préstec del CRAI*, which available at CRAI's website.

Documents, spaces and equipment that can be loaned

Users	Documents, spaces and equipment that can be loaned / loan periods
Undergraduate, master's and doctoral degrees students PAS	Home loans: 8 type A documents (for 21 days, 6 renewals) 4 type B documents (for 7 days, 6 renewals) 4 type D documents (for 21 days, 6 renewals) PUC loan: 10 documents on PUC loan (for 21 days, 6 renewals) Interlibrary loans and document requests Loan of a type C group work space for 3 hours Loan of type C equipment (1 piece of each type of equipment up to a maximum of 8): 3 hours loan of equipment within the CRAI (1 renewal) 5 to 14 day loan of equipment off the CRAI premises (1 renewal)
PDI	Home loans: 20 type A documents (for 30 days, 6 renewals) 4 type B documents (for 7 days, 6 renewals) 4 type D documents (for 21 days, 6 renewals) PUC loan: 10 documents on PUC loan (for 21 days, 6 renewals) Interlibrary loans and document requests Loan of a type C group work space for 3 hours Loan of type C equipment (1 piece of each type of equipment up to a maximum of 8): 3 hours loan of equipment within the CRAI (1 renewal) 5 to 14 day loan of equipment off the CRAI premises (1 renewal)
IUBILO	Home loans: 8 type A documents (for 21 days, 6 renewals) 4 type D documents (for 21 days, 6 renewals) PUC loan: 10 documents on PUC loan (for 21 days, 6 renewals) Interlibrary loans and document requests Loan of type C equipment (1 piece of each type of equipment up to a maximum of 8): 3 hours loan of equipment within the CRAI (1 renewal)
ALUMNI Friends of the URV	Home loans: 4 type A and/or D documents (for 21 days, 6 renewals) Interlibrary loans and document requests
Users with a loan agreement	Loan depends of the conditions of the agreement

General conditions

The documents, spaces and equipment available for loan from the CRAI are classified as follows:

Type A: books with no lending restrictions.

Type B: reading lists and documents reserved for special loan.

Type C: spaces and equipment.

Type D: audio-visual equipment (videos, DVDs, CDs, etc.)

Users who exceed the specified period for their loan will have points awarded against them. Users may use the loan service provided that they do not have more than 20 points awarded against them. Users will be prohibited from using the loan service for one month for each block of 20 points that they accumulate. This means that:

21 points = 30 days without access to the loan service

42 points = 60 days without access to the loan service, etc.

Loans that are returned overdue are penalised by the day or by the hour depending on the type of document, space or piece of equipment that has been borrowed. Points are awarded as follows:

1 point per document per day: for books and for unrestricted audiovisual documents.

3 points per document per day: for documents reserved for reading lists and for special loans.

3 points per hour: for spaces and equipment that are loaned for use within the CRAI (group work spaces, laptops, videoconferencing facilities and small equipment).

5 points per day: for equipment that is loaned for use off the CRAI premises (e-readers and audio-visual equipment from the factory).

Users who lose or damage a document or piece of equipment on loan must provide an identical replacement. If the document or equipment cannot be substituted with an identical replacement, the user must acquire another one of a similar type or cover the cost of replacement. Users will not be permitted to use the loan service until this requirement has been met. This condition is independent of the infractions specified in the Regulations governing student discipline and the legal actions that may be taken by the URV.

Name Surname(s) Tax Id. Num.

As a registered user of the URV's CRAI, I **REQUEST** to be permitted to use the loan service of the CRAI in accordance with my user status during the **2019-2020 academic year**, and I **STATE** that I understand and accept the following conditions of the Regulations governing the use of the CRAI loan service. And, as proof of my conformity, I sign this document.

Date:

User's signature

Basic information on data protection

Officer
Universitat Rovira i Virgili

Purpose
To administer users and the catalogue of publications of the library service.

Legal basis
The legal basis for the processing of your personal data is the fulfilment of a mission carried out in public interest.

Recipients
No transfers of private data to third parties are envisaged.

Rights
You have the right to access your data, rectify it, remove it, request that it be transferred, oppose its handling and to restrict its processing.

Further information
Additional and detailed information about Protection of personal data can be found on CRAI's website: