



# **H-FARM Library Sanctions**

Failure to comply with the commitments and duties set out in the library regulations may result in sanctions, as specified in the following **TABLE**.

### **DELAY IN RETURN OF LOANS BY STUDENTS AND EXTERNAL USERS**

- The user is granted 3 days of grace from the expiry date of the loan, after which they are suspended from the loan and renewal service; after the return of the loan, they will be suspended from the service for a period equal to the number of days of delay.
  - In extreme cases, the user can be permanently suspended from the loan service.
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### **FAILURE TO RETURN DUE TO LOSS OR THEFT (FILL IN THE FORM FOR COMPENSATION FOR DAMAGE OR LOSS OF BIBLIOGRAPHIC MATERIAL)**

- Books/magazines still on the market: the user must purchase another copy of the book/magazine or reimburse the cost.
  - Books/magazines no longer on the market: the user must reimburse the value indicated by the library.
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## **DAMAGED BOOKS/MAGAZINES/MATERIAL**

### **(FILL IN THE FORM FOR COMPENSATION FOR DAMAGE OR LOSS OF BIBLIOGRAPHIC MATERIAL)**

→ If the damage suffered can be repaired with a new binding and/or a restoration, the user must reimburse the cost as directed by the library.

→ If the damage cannot be repaired, see "Failure to return".

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## **FAILURE TO COMPLY WITH THE AFOREMENTIONED COMPENSATIONS**

→ BSc students, 1st and 2nd year: enrollment in next year's enhancing courses is denied if, at the end of the academic year, all loans have not been not returned or compensated.

→ BSc students, 3rd year: the attainment of the degree is denied if, at the end of the academic year, all loans have not been not returned or compensated.

→ MSc and Executive students: the attainment of the degree is denied if, at the end of the academic year, all loans have not been not returned or compensated.

→ H-IS students: the attainment of the school diploma is denied if, at the end of the studies, all loans have not been not returned or compensated.

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## **IMPROPER BEHAVIOURS**

→ The user is reprimanded officially by email, specifying the motivation, by the course coordinator and the library manager based on conveniences. Once the case has been assessed, they have the authority to decide to suspend the user from a specific service or from all services for a set time. For the more serious cases, a formal reprimand may be issued, along with a possible academic disciplinary action.

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