



ESIC Business & Marketing School

-LIBRARY REGULATIONS

ÁREA LIBRARY

CAMPUS Pozuelo

Date

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BIBLIOTECA MUNICIPAL UNIVERSITARIA ESIC: LIBRARY REGULATIONS

The main objective of the Network of Municipal Libraries of Pozuelo de Alarcón is to provide citizens with free and unlimited access to **knowledge, thought, culture and information**, indispensable means to achieve prosperity and development of our society and its members.

It therefore collects, organises and makes available collections of documents, adapted to the different needs of users, by providing the necessary services, in facilities equipped with the technical and human resources that guarantee **effective, free and gratuitous access**.

2 OPENING HOURS

Monday to Friday from 9:00 to 21:00 h.

Saturdays from 10:00 to 14:00 h.

Extraordinary 22h schedule during exam period.

3 USERS

The Library can be used by those who can demonstrate that they are carrying out any of the following activities:

- Second year of 'A' level course ('*Segundo de Bachillerato*' in Spanish)
- Higher Degree and Advanced Vocational Education.
- Bachelor's degree or equivalent.
- Postgraduate studies.
- Doctorate studies.
- Active teachers/professors.
- Those preparing for public service entrance exams, MIR, etc.

4 ACCESS

- Access to the Library's services and facilities is free of charge.
- Access to the building is controlled by means of a fingerprint scan system, subject to accreditation of user identity and minimum requirements they must meet.
- Minors' use of library facilities, collections and services is the responsibility of parents and/or legal guardians.

5 USE OF FACILITIES

- Users must respect the normal operating conditions of facilities and services, as well as the work being carried out by users and library staff.
- Eviction from the library premises will begin 15 minutes prior to closing.
- Through the suggestions box, users are able to submit suggestions, proposals and complaints regarding the library's operation and services.

6 GROUP WORK ROOMS

- Work rooms can be used for a maximum of two hours.
- They must be booked at least 24 hours in advance. Reservations will be cancelled if the room is not occupied within 10 minutes of the booking hour.
- Access to the rooms is restricted to registered MUL (BMU in Spanish) users.
- Use for work-related, professional or business activities is not permitted.

7 PROHIBITIONS

- It is strictly forbidden to eat and drink (except water) inside the library.
- Smoking is forbidden in any part of the library, including the outdoor area surrounding the building.
- It is forbidden to use mobile phones in the library.

8 PENALTIES

- The library reserves the right to sanction users who fail to behave appropriately.
- Library staff may search purses, bags, folders, etc. whenever there are good reasons to do so.
- Permission to enter the library will be withdrawn indefinitely from anyone caught misusing library facilities or attempting to remove one or more documents without the knowledge and authorization of library staff.