

INTERNAL REGULATION OF THE DISTANCE LIBRARY AND INFORMATION CENTRE OF THE HELLENIC OPEN UNIVERSITY

PURPOSE/NAME

The Distance Library and Information Centre (D.L.I.C.) of the Hellenic Open University operates in the framework of the Hellenic Open University (H.O.U.). The main purpose of the D.L.I.C. is to support the distance learning and research processes of the H.O.U. and to organise and make available all kinds of material (printed, digital, legal access to network services etc.) and services, in such a way as to become a centre of collection and diffusion of information with modern technological means.

The D.L.I.C. offers its services both from a distance and in situ. Users are kept up to date and trained not only from a distance but also by personal contact, through their participation in special programs.

The D.L.I.C. is also a collection site of digital and printed material concerning Distance learning.

ADMINISTRATIVE BODIES

To support the D.L.I.C.'s work, the Management Committee (M.C.) appoints a Committee for a 3-year term, consisting of the Chairman (member of the H.O.U.'s Teaching and Research staff) and one Teaching and Research staff member with his/her substitute from each Faculty of the Institution. The D.L.I.C. Committee supervises the D.L.I.C. When there are issues to be discussed, its plenary session is convened once every two months; otherwise, it is convened twice a year, at the beginning and end of each academic year, in order to decide on the overall strategy and approve the annual report. The committee is also convened in an extraordinary session upon request of half +1 of its members. The Committee is quorate when half of its members +1 are present. All decisions are taken by majority of present members. The Head of the D.L.I.C. participates in the D.L.I.C. Committee as a rapporteur, without a voting right, and is responsible for keeping the minutes of meetings. The Chairman of the Committee signs the minutes of the meetings, and such minutes have to be announced at the next session.

The D.L.I.C. Committee has the following duties and competencies:

- supervises the operation of the D.L.I.C.
- proposes the overall D.L.I.C. policy, in cooperation with the Head of the D.L.I.C.
- allocates the D.L.I.C. budget, in cooperation with the Head of the D.L.I.C.
- proposes to the Management Committee (M.C.) the annual budget funds related to the D.L.I.C.
- draws up, revises and proposes the D.L.I.C. rules of procedure to the Management Committee (M.C.)
- assesses the D.L.I.C. service quality to the academic community and proposes means and measures for improvement.

The Head of the D.L.I.C.:

- manages and directs all D.L.I.C. services and units
- allocates staff to specific services
- is responsible for the execution and management of the budget
- presents to the Management Committee (M.C.) all proposals related to D.L.I.C. matters
- informs the Head of Administrative Services
- draws up the D.L.I.C. annual report
- arranges for both D.L.I.C. staff and users to be constantly trained and kept up to date
- prepares cooperation programs with other Libraries and organisations

- plans all D.L.I.C. development and other activities, forwards them for approval to the competent bodies and supervises their implementation
- draws up the annual Library Services activities report and submits it to the Management Committee (M.C.)

ARTICLE 1. USERS

All books and booklets of the Library are available for lending, except for Informative Material (dictionaries, catalogues, encyclopaedias etc.) and for books that are deemed by the Library administration as not available for lending because of their rarity and high cost.

Journals and tied volumes of journals are not available for lending.

The collection of the H.O.U. Library includes audiovisual material which is available for lending only to members of the H.O.U.'s academic community. This material can be borrowed for 5 days upon electronic request of the user at the Library's e-mail. Only on-site access of this material is allowed to external users, in the Library premises.

1.1 Internal users.

1.1.1 All active members of the academic community (Faculty Members, Associate Teaching Faculty members, postgraduate associates, postgraduate researchers, doctoral candidates, undergraduate students, postgraduate students) and the administrative staff of the H.O.U. automatically acquire the right to use the D.L.I.C. and its services. Undergraduate and postgraduate students shall present their student card upon entrance in the Library to gain access to its premises and services, while Faculty Members, Associate Teaching Faculty members, postgraduate researchers and H.O.U. associates shall be served upon verification of their status and entry of their personal data in the Library system.

1.1.2 New members of the teaching staff shall have the right to use the D.L.I.C. Services after they are fully informed of this regulation and of the search methods of electronic or printed information and of the method of operation of the D.L.I.C.

1.1.3 All members of the H.O.U. academic community have the right to attend distance or on-site training seminars offered in relation to the use of the Library services and available material.

1.1.4 Professors emeriti of the University shall also have the right of use.

1.2 External users (E.U.).

Persons who are members of the wider educational, scientific and research community (faculty members or undergraduate or postgraduate students of other Universities/Technological Institutes, High School/Senior High School pupils, etc.) as well as companies and organisations and generally any person wishing to use its services and material, may do so as follows:

1.2.1 Interested persons shall fill out a special application form, attaching a photocopy of their ID card, in order for the Library to issue a user card, which shall be valid for one year and is required for their entry in the Library and the use of its services. Distance external users may register with the D.L.I.C. by sending a photocopy of their identity card by fax or e-mail.

1.2.2 Non-compliance with the agreed terms or false statement of private particulars (place of residence, contact numbers etc.) shall be deemed as a serious breach of rules entailing removal from the D.L.I.C. members register.

1.2.3 The Head of the D.L.I.C. has the right to cancel an E.U.'s user's card in case of serious breach of D.L.I.C. rules.

1.3 Visitors at the Library's premises.

Visitors may use the library's material in the reading-rooms and the special area reserved for the use of audiovisual material, and can also access the library's on-line services from the existent working stations. In order to do so, they first have to register in the visitors' book at the entrance of the library. No user's card is issued in this case, and visitors only have to present their identity card or any other document certifying their personal information.

ARTICLE 2. USER WITHDRAWAL

The following rules apply to users who graduate, resign or retire from the H.O.U.:

2.1 H.O.U. Students.

2.1.1. Students who drop out of their studies are deprived of their right to use D.L.I.C. services. Students that interrupt their studies temporarily reserve the right of borrowing books, as in force for active students, as well as the right of access to the digital material of the Library, but cannot use the Interlibrary Loan Service.

2.1.2. H.O.U. graduates may reserve their book borrowing right, as in force for students, for one year. Once this period has expired, they fall under the category of external users.

2.1.3. For students interrupting their studies or graduates, the Registry Department informs the D.L.I.C.'s Lending Department and does not issue any graduate certificates unless the D.L.I.C. confirms that said students have returned any books or other material and equipment they may have borrowed.

2.1.4. Before their graduation ceremony, postgraduate students and doctoral candidates are required to meet their obligations pursuant to the General Regulations for the Preparation of Dissertations and the Regulations for PhD Thesis. In specific, postgraduate students are required - following the successful presentation/examination of their dissertation - along with any corrections or supplements, even annexes, notes, articles, supporting material, etc. - to post it to the repository of the H.O.U. (apothesis.eap.gr).

Dissertations remain the intellectual property of students, but in the context of open access policy they grant to the H.O.U. a non-exclusive license to use the right of reproduction, customisation, public lending, presentation to an audience and digital dissemination thereof internationally, in electronic form and by any means for teaching and research purposes, for no fee and throughout the duration of intellectual property rights. Free access to the full text for studying and reading does not in any way mean that the author/creator shall allocate his/her intellectual property rights, nor shall he/she allow the reproduction, republication, copy, storage, sale, commercial use, transmission, distribution, publication, execution, downloading, uploading, translating, modifying in any way, of any part or summary of the dissertation, without the explicit prior written consent of the author/creator. Creators retain all their moral and property rights.

The H.O.U., as part of the open access policy for Graduate/Degree Dissertations, voluntarily proposes the management of intellectual property rights of dissertations with Creative Commons licenses (<https://creativecommons.org/licenses>). If students select this method, they should indicate in a distinct point in their dissertation the particular license they use to make it available. Applying Creative Commons licenses does not affect the free access of the full text of dissertations, but it defines the relationship between the dissertation, the submitting parties and the reading audience.

At the end of the dissertation, the following should be stated and signed: “I hereby expressly declare, in accordance with article 8 of Law 1599/1986, that this dissertation is solely the product of my personal work, does not infringe any intellectual property, personality and personal data rights of third parties, does not contain works/contributions from third parties for which the permission of the authors/beneficiaries is required, is not the product of partial or total plagiarism, and that the sources used are limited to the literature references alone and meet the rules of scientific citations”.

The above also apply to doctoral candidates.

Furthermore, postgraduate students, upon their request to the Library Department, have the right to postpone the posting of their Dissertation to the Repository for up to 3 years when:

- They want to submit part of their dissertation to be posted in scientific publications (e.g. journals) or at a conference.
- They have submitted part of the dissertation to a patenting procedure, e.g. in case of patents.
- They are negotiating the commercialisation of part of the work.
- They have another serious reason, which they state in their request.

Until the expiration of this period, only the description details of the dissertation will be posted to the Depository, and the full text of the dissertation will be posted after the end of 3 years.

2.2 Faculty Members of the H.O.U.

2.2.1 Faculty Members of the H.O.U. who resign or retire:

2.2.1.1. They ensure the return of any books and other material or equipment of the D.L.I.C. they may have borrowed and the replacement of any damaged or lost material, before they leave.

2.2.1.2. The Personnel Department undertakes to inform the D.L.I.C of the upcoming leaving of the relevant Faculty member and requests confirmation that said Faculty member has returned any books or other material they may have borrowed.

2.2.1.3. This confirmation is required for the payment of the last salary and the issue of the retirement certificate.

2.2.2 Faculty Members of the H.O.U. who retire reserve honorary borrowing privileges.

2.3 Associate Teaching Faculty members of the H.O.U. For ATF members of the H.O.U. with expiring contracts, articles 2.2.1.1-2.2.1.3. shall apply.

2.4 Administrative Staff members. Retiring administrative staff members have the same rights as those of retiring Faculty members. However, when leaving due to resignation, transfer to another University or expiry of their contract, they lose the borrowing rights they had as D.L.I.C. members and fall under the category of external users.

ARTICLE 3. BORROWING RULES - PROCEDURE.

3.1. D.L.I.C users who have no material due in their name have the right to borrow material from the D.L.I.C. The lending period varies depending on the user category (Faculty members, Postgraduate Students, Undergraduate Students, External Users etc.).

3.2. The material to be borrowed is inspected upon its lending and return and if any damage is found, the borrower is required to restore them or replace the material.

3.3. The lending periods per user category are as follows:

3.3.1. **Faculty, ATF members.** They may borrow up to 6 titles for a period of 30 days, with the right to one renewal of said period provided that the relevant material is not reserved, and also have the right to reserve material. Faculty members may borrow books for longer

periods upon their written request to the D.L.I.C., stating the reasons for the above request. The Head of the D.L.I.C. shall decide on the override of the regulation. Borrowed material shall be returned to the D.L.I.C. at the latest 5 days before the end of the academic year, to be rechecked-in.

3.3.2. Postgraduate associates, postgraduate researchers, doctoral candidates, postgraduate students and H.O.U. administrative staff may borrow up to 4 titles for a period of 20 days, with the right to one renewal of said period provided that the relevant material is not reserved, and also have the right to reserve material.

3.3.3. Undergraduate Students.

Students may borrow up to 4 titles for a period of 20 days, with the right to one renewal of said period provided that the relevant material is not reserved, and also have the right to reserve material.

3.3.4. External users

Using the special D.L.I.C. card, external users may borrow up to 3 titles [H.O.U. editions, literature and Readers (books included in the student's package)] for a period of 10 days, with the right to one renewal of said period provided that the relevant material is not reserved. External users do not have the right to reserve material.

3.3.5. H.O.U. Graduates

H.O.U. graduates reserve their book borrowing right, as in force for students, for one year. Once this period has expired, they fall under the category of external users.

3.3.6. Students of the Open University of Cyprus

Students of the Open University of Cyprus have the right to borrow printed material (either on-site, upon presentation of their student card, or remotely, by dispatch of an electronic Book Loan Request and a photocopy of their student card). Students of this category may borrow up to three (3) books for a period of fifteen days, with the right of one renewal of said period provided that the relevant material is not reserved. Students of the Open University of Cyprus do not have the right to reserve material.

3.3.7. Students of the University of Patras

Students of the University of Patras have the right to on-site borrowing of the Library's printed material, by demonstrating their student card. Students of this category may borrow up to four (4) books for a period of twenty days, with the right of one renewal of said period provided that the relevant material is not reserved. They also have the right to reserve material.

3.3.8. Other Academic Libraries

The Distance Library and Information Centre of the H.O.U., in the context of the Interlibrary Loan Service, serves students and professors of other Academic Institutions through an Interlibrary Loan Service Request from the relevant library. The D.L.I.C. lends up to three (3) titles from its printed material for a period of fifteen (15) days, with the right to one renewal of said period provided that the relevant material is not reserves, without, however, the right

to reserve material. Attention is required, as in case the return of borrowed material is delayed, the H.O.U. Library shall contact the borrowers. If they do not comply, the Libraries requesting the interlibrary loan service, undertake to contact their members and impose the relevant sanctions. Furthermore, in case of loss or destruction of the material, the relevant Libraries are required to replace it.

3.3.9. The period renewal right may be granted provided that the relevant book has not been reserved by another member of the D.L.I.C.

3.4. The material collections of the H.O.U. kept in other libraries are subject to the internal regulations of said libraries or to special rules agreed between the H.O.U. and the host library.

3.5. Closed H.O.U. collections are not available for loan. The same applies for dictionaries, encyclopaedias, handbooks, manuals, books of reference, periodicals issues, bound volumes of periodicals. The audiovisual material may be only lent to members of the H.O.U. academic community for 5 days, upon electronic request at the e-mail of the Library. Only on-site access of this material is allowed to external users, in the Library premises. No copy of the collection shall be available for use and loan before it is sealed and recorded in the list.

3.6. Books shall be lent, after filling in and electronically submitting the Book Loan Request form available on the Library's website. The correct completion of the form requires entering the user's personal data and status. Furthermore, this form features two fields, one for the users to indicate the titles they want to borrow and one providing alternative titles, in case the above material is not available. The request form is automatically sent to the e-mail of the Library.

3.7. The dispatch of books is made at the sole responsibility of the borrower, who shall incur the cost both for the dispatch and the return of the books. The dispatch is made by the relevant courier service of the Hellenic Post or by a private courier company of the borrower's choice. The return of the books is made either by post (registered mail only) or by courier service. In case of loss or damage, the borrower must replace the books. If the borrower does not receive the book package and the latter is returned to the Library, all shipping expenses from and to the Library shall be entirely borne by the borrower.

3.8. Dissertations can be borrowed by filling in the Dissertations Loan Request form, which is available on the Library website. The correct completion of the form requires entering the user's personal data and status, as well as the titles of the Dissertations to be borrowed. The request form is automatically sent to the e-mail of the Library.

3.9. The dispatch is made by e-mail, sent by the Library to the user. All Faculty/ATF members, undergraduate, postgraduate and doctoral students of the H.O.U. are entitled to borrow Dissertations from all H.O.U. Programs of Studies. The same also applies to postgraduate associates and researchers of the H.O.U.

3.10. Students and teaching staff of the H.O.U. may access the full text of all Dissertations, via the Repository, using the codes provided by the H.O.U.

3.11. External users do not have the right to borrow dissertations prepared up to 2017; instead, they may only study said dissertations at the Library premises and partially print them (up to 10 pages from each dissertation). Dissertations prepared as of 2018 onwards are fully accessible to all users,

via the Repository, by virtue of the decisions taken in meetings No. 365/11-12-2017 and 366/20-12-2017 of the Management Committee of the H.O.U.

3.12. The lending rules and sanctions in case of delayed return of the material are set out by the Library Committee.

3.13. Only members of the H.O.U. academic community and the students of the University of Patras have the right to reserve books that are already borrowed. A strict order of priority is followed.

3.14. Members of the academic community have access to the electronic material and sources of the Library, using the codes provided by the H.O.U.

ARTICLE 4. OVERDUE RETURNS - SANCTIONS

In the event of an overdue return of borrowed material, the Library Committee of the D.L.I.C. imposes the following sanctions:

4.1 temporary deprivation of the right to use the D.L.I.C. Services for a period ranging from one week to two months, while in case of a recurrence that seriously disturbed the smooth operation of the D.L.I.C., the Committee has the right to permanently ban the person responsible from access to the D.L.I.C.

4.2 notification of the Registry Department and the Chairman of the Management Committee of the H.O.U., who may take the following actions:

- 1) deprive the student responsible of the right to participate in the examinations,
- 2) deprive the student responsible of the right to select new Modules and
- 3) deprive the student responsible of the right to receive their graduation certificate until the material is returned.

ARTICLE 5. SAFETY- DAMAGES– LOSSES- SANCTIONS

To ensure the safety of the material and equipment of the D.L.I.C., its smooth operation and better service to all users, the following rules are observed:

5.1 All D.L.I.C. units of the H.O.U. are equipped with:

- 5.1.1. a fire safety system
- 5.1.2. an alarm system
- 5.1.3. an electronic anti-theft system
- 5.1.4. a small first-aid kit.

5.2 Users are required to comply with the staff's instructions and respect the premises of the D.L.I.C. and other users, who need a quiet environment to study and work.

5.3 Users are required to be careful when using material and equipment of the D.L.I.C.

5.4 Any loss or damage to the material and equipment of the D.L.I.C. shall be replaced or borne by the user who caused it.

- 5.5 In case of gross and deliberate negligence the sanctions listed below are imposed. The following are prohibited:
- 5.5.1. bringing items in the premises of the D.L.I.C., which, in the opinion of the staff, may cause damage to the material or create the suspicion of theft. Personal belongings and handbags are kept in locked safety boxes.
 - 5.5.2. smoking and the use of drinks or food in the D.L.I.C. premises.
- 5.6 In case of non-compliance with the above regulations or of intentional damage or theft of D.L.I.C. material, the D.L.I.C. Library Services Committee shall impose the following sanctions:
- 5.6.1. temporary deprivation of the right to use the D.L.I.C. Services for a period ranging from one week to two months, while in case of a recurrence that seriously disturbed the smooth operation of the D.L.I.C., the Committee has the right to permanently ban the person responsible from access to the D.L.I.C.
 - 5.6.2. notification of the Registry Department and the Chairman of the Management Committee of the H.O.U., who may take the following actions:
 - 1) deprive the student responsible of the right to participate in the examinations,
 - 2) deprive the student responsible of the right to select new Modules and
 - 3) deprive the student responsible of the right to receive their graduation certificate until the material is returned or replaced.
 - 5.6.3. filing a request to the university authorities for criminal prosecution.

ARTICLE 6. ORDERS AND PURCHASES

- 6.1 All Faculty members of the H.O.U., via their Dean's Councils, have the right and obligation - upon invitation from the D.L.I.C. - to indicate to the Library the new material required for covering the research and educational needs of its users.
- 6.2 Permanent orders of material (periodical subscriptions etc.) are recommended annually by the Head of the D.L.I.C. to the Administration. These orders are based on proposals submitted by the H.O.U. Dean's Councils following a relevant invitation of the D.L.I.C.

ARTICLE 7. PHOTOCOPIES - PRINTING

- 7.1 All D.L.I.C. units are equipped with a sufficient number of photocopiers to serve users and visitors.
- 7.2 Photocopiers available to users and visitors operate by magnetic card.
- 7.3 The D.L.I.C. does not provide free magnetic cards to any category of users. The price of photocopies is single and set out by decision of the Library Committee. Income from photocopies is used to cover urgent operational needs.
- 7.4 Photocopying of D.L.I.C. material is made exclusively by the users.
- 7.5 The international rules on the protection of intellectual property are also strictly applied in the case of photocopying or reproducing material of the D.L.I.C. In particular, the reproduction of material is subject to the conditions and restrictions specified in the legislation in force and the provisions of Law no. 2121-1993 "on intellectual property".

7.6 Some of the D.L.I.C. material is not available for photocopying due to rarity or risk of damaging the original.

7.7 During their stay in the Library premises, users may print up to 20 pages (in total) of the material they want.

ARTICLE 8. INTERLIBRARY LOAN SERVICE

8.1 D.L.I.C. users may access articles, monographs or other material using the Interlibrary Loan Service, via than national and international interlibrary networks.

8.2 The cost of the interlibrary loan service shall be borne by the applicant and relates to the amount paid by the D.L.I.C. to the dispatching Library. It also covers any expenses for the dispatch of said material, both to the D.L.I.C. and from the D.L.I.C. to the applicant.

8.3 The amount of the interlibrary loan expenses is paid in accordance with current practices for on-line orders (e.g. opening an account, using a credit card, cash on delivery etc.).

8.4 In cases of borrowing an original, the borrower is exclusively liable for compensation due to its damage of loss.

8.5 In case students wish to borrow material from a library other than the H.O.U. Library and provided that the D.L.I.C. collaborates with the relevant library, the lending process described below is followed: the student completes the Interlibrary Book Loan Request available on the library's website and sends it to the H.O.U. Library. The request form is automatically sent to the e-mail of the Library. It is then forwarded from the H.O.U. Library to the library of the student's request. This is the library the student needs to address (after the H.O.U. Library notifies the student that the relevant request has been forwarded) in order to collect the material, provided that said material is available. In case of a delayed return, loss, damage or non-compliance with the regulations of the relevant library, the D.L.I.C. Library Services Committee may impose a temporary deprivation of the right to use the D.L.I.C. Services for a period ranging from one week to two months, while it may notify the Registry Department and the Chairman of the Management Committee of the H.O.U., who may impose the following sanctions: deprivation of the student responsible of the right to: participate in the examinations, select new Modules and receive the graduation certificate. Furthermore, in case of overdue return or damage, users are obliged to pay to the collaborating libraries any fines imposed by the latter, depending on their regulation.

8.6 The Distance Library and Information Centre of the H.O.U., in the context of the Interlibrary Loan Service, serves students and professors of other Academic Institutions through an Interlibrary Loan Service Request from the relevant library. The D.L.I.C. lends up to three (3) titles from its printed material for a period of fifteen (15) days, with the right to one renewal of said period provided that the relevant material is not reserves, without, however, the right to reserve material. Attention is required, as in case the return of borrowed material is delayed, the H.O.U. Library shall contact the borrowers. If they do not comply, the Libraries requesting the interlibrary loan service, undertake to contact their members and impose the relevant sanctions. Furthermore, in case of loss or destruction of the material, the relevant Libraries are required to replace it.

8.7 The D.L.I.C offers its users the possibility to order articles that are not available in the Library but are available to other libraries, through the National Union Catalogue of Scientific Journals of the National Documentation Centre. All members of the H.O.U. Academic community have access to

this service as well as external users. Interested parties submit an Interlibrary Article Loan Request to the H.O.U. Library, available on its website. The request form is automatically sent to the e-mail of the Library. The receipt and payment of the articles (in the form of photocopies) is made at the H.O.U. Library by the user, following telephone or written communication by the Library staff. For distance users, articles may be sent by mail, courier or fax and the payment can be made by bank account. The cost is set depending on the shipment selected for the article (courier, mail or fax) and the number of its pages, in accordance with the charges set out by the National Documentation Centre:

ARTICLE 9. DISTANCE SERVICES

Users may:

- 9.1 be remotely informed, via the D.L.I.C. website, of the regulation and services provided,
- 9.2 be trained in searching bibliography and using the available electronic resources and services of the Library, via distance and on-site seminars.
- 9.3 access, through the D.L.I.C. website, to electronic bibliography databases, e-books and periodicals, as well as in Field Studies using codes provided by the H.O.U. This right of access is granted only to members of the H.O.U. Academic community.
- 9.4 use the D.L.I.C. website for reference to the full list of its printed and audiovisual material.
- 9.5 address questions, via e-mail or the Query Form, as well as send electronic requests for Loan, Interlibrary Loan and Material Reservation on the D.L.I.C. website,
- 9.6 access H.O.U. Alternative Teaching Material, via the Repository, using the codes provided by the H.O.U. This right of access is provided only to members of the H.O.U. Academic community and only applies to the Modules they attend.
- 9.7 access the dissertations and doctoral theses of the H.O.U., via the Repository. External users may only access the dissertations prepared as of 2018 onwards, since the decisions taken in meetings No. 365/11-12-2017 and 366/20-12-2017 of the Management Committee of the H.O.U. established open access to the dissertations and doctoral theses.

Moreover,

- 9.8 the D.L.I.C. is a portal of information, providing links to useful scientific websites and creating thematic portals.

ARTICLE 10. SOURCES OF INFORMATION

10.1 The D.L.I.C., on one hand provides documented information to any interested researcher, while on the other, in its specially designed area, it gathers the following material:

- General informative material such as Encyclopaedias, Dictionaries, Bibliographic catalogues, Handbooks, etc.
- Scientific books
- Periodical publications of scientific and general interest
- Informative publications
- Doctoral Theses
- Dissertations prepared in the H.O.U.

- Books and donations of special and general interest and subjects
- Audiovisual material, tapes, optical disks CD ROMs, multimedia, video films, transparencies etc.
- Electronic data bases which may be bibliographic, namely contain only bibliography information and article summaries, or full text with access to the full text of the articles. These databases are available either on-line or in a CD ROM format.
- Material of the Open University of England
- E-books
- E-journals
- Field studies

10.2 All type of D.L.I.C. material shall be categorised and listed, in accordance with the international standards of library science, in an Open Access Public Catalogue (OPAC), so that the academic community may be informed of its existence by the OPAC of the D.L.I.C.

10.3 All users have access to the OPAC catalogues. Access to the electronic resources (Databases, E-Journals and E-Books, Field Studies) of the Library is provided only to the members of the H.O.U. Academic community, using the codes provided by the H.O.U. External users are excluded.

10.4 Every 2-3 years, material that has been excessively damaged or is no longer up to date shall be withdrawn. In special cases the withdrawal of material may lead to its final removal from the Library. This is done through special processes that include either its donation to another institution, organisation or charities etc., its disposal to the students or even its destruction

ARTICLE 11. REGULATION OF THE USE OF THE COMMON COMPUTER EQUIPMENT AND ELECTRONIC SERVICES OF THE D.L.I.C.

The D.L.I.C. ensures easy and direct access of its users to any kind of bibliographic material, aiming to cover their educational, research and academic needs. To achieve this goal, the D.L.I.C. has created its digital library, which provides users access to electronic bibliographic material of international reputation and validity. To this end and to facilitate the use of this material, the Library offers several work stations for the public. Therefore, to ensure the right and proper use of this equipment and of the electronic services, the following rules are established, which shall be observed by all users. It is understood that any person using the equipment for the above purpose, automatically accepts these rules.

11.1 The use of all common equipment is allowed to all internal users, members of the Hellenic Open University community (students, scientific and research staff, visitors - associates, postgraduate students, doctoral candidates, administrative staff, etc.) and to all external users.

11.2 The duration of use of the equipment is determined by the D.L.I.C. staff.

11.3 The use of the equipment is intended only to cover the educational, research and academic needs of users and shall be compatible with the mission of the Hellenic Open University. Any other use (such as e.g. entertainment, etc.) is strictly prohibited.

11.4 The installation, use or/and development by users of software other than those installed on the public machinery by the D.L.I.C. is prohibited.

11.5 Using the equipment for unlawful actions involving direct or indirect damage to another party, such as e.g. attempt of unauthorised access to networking equipment, blocking network services, access to obscene electronic material, sending a dangerous e-mails etc., is prohibited.

11.6 Users shall comply with the terms and conditions that govern third-party e-services provided by the D.L.I.C. To this end all users shall take the above terms and conditions into account and accept them before using the relevant service (e.g. E-journals, on-line databases, etc.). Furthermore, users shall use the services in accordance with the provisions of the law on intellectual property rights (Law No. 2121/1993).

11.7 The abuse or unlawful use of all e-services provided through the D.L.I.C. is prohibited. (such as e.g. the systematic storage of the full content of e-journal items, the disposal of this e-material in any way to other non-authorised users inside or outside the country, etc.). Users shall ensure they protect the reputation of the D.L.I.C., which is the responsible supplier of these e-services in the Hellenic Open University.

11.8 The use of equipment in groups or crowding around the machinery is not allowed.

11.9 Each user shall ensure the integrity of the equipment. In case a failure is detected, users are obliged to inform the competent staff of the D.L.I.C.

11.10 The competent staff of the D.L.I.C. have the right to intervene and temporarily lift the right of use, when they deem that any of the above rules is violated or in breach by the users. In case of recurrence, the right of use of the electronic equipment of the D.L.I.C. is deprived for one (1) month.

11.11

The above regulation of use lists activities that are considered abusive and are strictly prohibited. However, the above examples are listed without limitation and are only recorded for user guidance. For any clarification or supplementary information regarding the rights of use of the equipment and electronic services, users should address the competent staff of the D.L.I.C.

ARTICLE 12. ACCEPTANCE/EVALUATION OF DONATIONS

12.1. Donations are accepted and included in the collection of the D.L.I.C., when the following are met:

12.1.1. The material of the donation falls within the objectives of developing the Library's collection.

12.1.2. Acceptance shall not imply high storage and maintenance costs unless said costs are offset by the high benefit of the acquisition.

12.2. Donations are evaluated by a committee, with the participation of librarians with special knowledge and experience on the thematic content of the donation. For special cases of donations, Faculty members of a relevant cognitive subject participate in their evaluation. The parameters taken into account for the acceptance or non-acceptance of a donation include: the overall development policy of the collection, any need to create multiple copies in the collection, the physical condition of the material and the terms of the donor.

ARTICLE 13. OPERATING HOURS

13.1. The D.L.I.C. provides its distance services 24 hours a day.

13.2. The D.L.I.C. provides its local services 12 hours a day (7:30-19:30). Its services are also available in the weekends (10:00-16:00). The operating hours for the provision of the above services are provided, are set out by Government Gazette No. 2369/2-08--2016.

13.3. The D.L.I.C. does not operate on official holidays. Any change in operating hours is posted in a relevant printed communication at the D.L.I.C. premises and on its website.

ARTICLE 14. GENERAL PROVISIONS

- All borrowing periods referred to in Article 3.4 may be changed, by decision of the Management Committee of the H.O.U., following the recommendation of the Chairman of the Library Committee at the commencement of operation of the D.L.I.C.
- The material is supplied in accordance with the provisions in force.