

CENTRAL MEDICAL LIBRARY

Instructions for borrowing books to students

Online reservation

- the student receives a notification by email about the approved reservation
- if the book is available, the student receives a notification by email on the next working day and can pick up the book
- The student checks the status of the reserved book in his user profile

Picking up a books in the Library

- Reserved and available books can be picked up by the student within five working days from the date of receipt of the notification
- The student pick up the book personally

Handling of library books

- It is forbidden to mark borrowed books
- If a student damages a book by marking or in some other way, he is obliged to buy a new one with the same title or, if the book can no longer be obtained, another title, according to the instructions of the Library manager

Number of borrowed books and length of loan

- a student can borrow three books at the same time
- books that are not on the list of obligatory teaching literature can be borrowed for a period of 30 days, with the possibility of extension for additional 15 days
- the period of borrowing obligatory teaching literature is determined by the Library manager, depending on the course duration and the number of available copies

Returning the books in Library

- the student is obliged to return the borrowed books at the end of the loan term
- the student is obliged to return all borrowed books at the end of the summer semester and before enrolling in the next year of study, regardless of the loan term
- in the case of revision of the library fund and at the request of the library staff, the student is obliged to return all borrowed books
- the student is obliged to return all borrowed books before the defense of the final thesis or before the release from the Faculty
- a student who does not return all borrowed books or does not compensate for the damage caused by the loss or damage of books, will not receive an appropriate certificate of completion of studies