



LIBRARY'S BOOK LOAN PROTOCOL

INTERNATIONAL INSTITUTE FOR THE SOCIOLOGY OF LAW (IISL)

1. Introduction

This protocol outlines the rules and procedures for the book lending and return service provided by the IISL library, as well as for consulting journal collections.

Our service will be limited during the period when the renovations are carried out in the building of the Sancti Spiritus University, but we will guarantee our users access to the collection. Although physical access to the library will not be possible during the renovations, all users will be able to access the Institute's physical collection by previous request, at the building of the [Historical Provincial Archives of Gipuzkoa \(AHPG\)](#).

Regarding the timetable of the library service, it is important to note that it will change from this point forward due to the temporary relocation of the IISL. While the Institute is housed in the Historical Archives building, the library consultation service will operate from 08:00 to 15:00. Users may access the collection in the consultation room known as '*Selma Huxley Gela*', which is located directly opposite the building's main entrance. Prior request may be required to ensure availability of materials.

This building is located at these distances:

- from the Antia Residence – 700 meters
- from the building of the IISL (Old University) – 280 meters

[Geolocation of the Historical Archives from the Antia Residence and passing through the Old University building.](#)



2. Objective

- To regulate and organise the process of borrowing and returning books to maintain this service.
- To promote the responsible use of library materials.
- To ensure equal access to resources for our users.



3. Scope

This protocol applies to:

- **Users:** Master's students, Master's teachers, visiting researchers, administrative staff and the general public.
- **Library staff:** responsible for implementing and monitoring compliance with these rules.

4. Loan Procedure

4.1. User registration:

- User identification: If the user is not registered in the library's reader database, the library staff will request a valid identification and will register the user in the library system. The user will be assigned a profile as a student, Master's professor, visiting researcher, fellow, or public library user.

4.2. Collection Management and Availability:

- Catalogue and search: There are two ways to access the [OPAC online catalogue](#):
 1. Access as an anonymous user. If the user wants to consult the library collection through simple or advanced searches.
 2. Access as a registered library user. In addition to consulting the library's collection, you can enjoy the following features of the application:
 - Changing of your personal data
 - Management of your loans
 - Cancelling reservations
 - A search request service is also available for users, based on the terms specified by the user.
- Availability check: The material requested by the user is checked to ensure availability.
- Reservations: Users can reserve borrowed materials, and they will be notified when the materials become available.

4.3. Loan Process:

- Receipt of the application form: Users must complete the book loan application form, which can be found on the library website or by accessing this [link](#). The form will be sent to the IISL librarian's email address. (library@iisj.es).

This form must be submitted at least **one week in advance** so that access to the library can be organised and scheduled and the library staff can collect the material.

- Loan registration: The user will be registered in the IISL library reader database, along with the materials requested for loan and their corresponding return dates.



- Scheduling the date and time for delivery of the material: The IISL library staff will contact the applicant to arrange the date and time for delivery of the requested material.
- Collection and transfer of loan material: A member of the IISL's library staff will access the library once a week to collect the books that have been requested for loan. The books will be placed in a sturdy, airtight container for transportation.

The airtight box with the books will be transported by car to the Archives building and placed on the reference shelves reserved for Institute users in the Archives visiting room.

- Loan delivery: The user must be at the Archives visiting room at the previously agreed date and time, where they will be met by the librarian. The user must complete the loan form so that the loan can be registered in the loan database. It is **mandatory** to provide an email address and/or contact mobile number and to sign the form.
- Quantity and duration: A user may borrow a maximum of **10 books for a maximum period of one month**.
- Renewals: Loans may be renewed **once only**, and this must be done before the loan expiry date. A loan cannot be renewed if the item has been reserved by another user. The borrowed material may be renewed a second time, only if the borrowing user sends a written request for an extension of the loan and if there is no reservation request for that material made by another user. Renewals can be made by email and providing the book details, or in person by speaking to the librarian.

4.4. Returns and Delays:

- Users must return books to the Provincial Historical Archive of Gipuzkoa (AHPG), in the designated space at the visiting room, on the ground floor.
- The library staff will check the condition of the book and record its return.

5. Penalties

- **Late returns:** Unjustified delays in returning books will be penalised with temporary suspension of borrowing privileges:
 - One day's suspension for each day of delay and for each book.
 - After a 30-day delay, borrowing privileges will be suspended for 15 days. The user will not be able to reserve documents during that time.
- **Repeated non-compliance:** Failure to comply with the return date on more than two occasions may result in the temporary suspension of the borrowing service.
- **Loss, damage, or failure to return:** In the event of loss or total or partial destruction of the borrowed book, the user will be responsible for replacing the lost document or, if it is no longer available for sale, for purchasing a document of the same characteristics or with the same monetary value. This replacement must be approved by the Scientific Director. The library staff will supervise the purchase and assist the user in making the payment.



6. Rules and Responsibilities

6.1. User responsibilities

- All users of the loan service are responsible for the books borrowed.
- Users may not transfer the loan to another person.
- Users must respect the loan periods.

6.2. Library staff duties:

- Inform users about the loan conditions.
- Register and monitor the forms for loans, as well as returns.
- Ensure compliance with this protocol.

7. Documents excluded from loan

Items from the bibliographic collection of the IISL library may be borrowed, except for certain reference works, periodicals, works from the old collection, and all those works which, due to their characteristics, may only be consulted in the library rooms.

The following items are therefore excluded from the loan service:

- Reference works (encyclopaedias, dictionaries, catalogues, bibliographies, etc.).
- Periodicals (magazines).
- Old documents.
- Theses and dissertations.

8. Technology and Communication

- Automated systems: We use the Absysnet automated system and the manual system through forms and loan cards for management of the borrowing and returning process.
- Notifications: We send automated reminders about return dates, reservations, and late returns.

9. Final Provisions

This protocol shall enter into force upon its approval and shall remain in force until it is updated. The Library coordination team shall resolve any situation not covered in this document.