

Regulations

CBS Library & Academic Services is the institutional library of Copenhagen Business School (CBS), while also being a public library with collections that may be used by everyone between 7:30 a.m. and 6:00 p.m. (weekends and public holidays from 8:00 a.m. to 6:00 p.m.). Outside these hours the library serves as a study area for CBS students and staff only, with valid CBS ID.

§1 Fines for overdue physical materials

Subsection 1 1–7 days: DKK 5 per item

Subsection 2 8–30 days: DKK 25 per item

Subsection 3 31–34 days: DKK 50 per item

Subsection 4 More than 34 days: You will receive an invoice via Digital Post for the borrowed materials.

The invoice includes a fine of DKK 50 per item + a billing fee of DKK 150 + replacement cost for the item.

If the item is returned, the replacement cost will be cancelled, but the fine of DKK 50 per item + the billing fee of DKK 150 must still be paid.

Subsection 5 If your outstanding balance is DKK 200 or more, your library account will be blocked until the amount has been paid.

Subsection 6 If borrowed materials are still not returned after replacement invoices have been issued, the library will send two notices before the case is transferred for debt collection through the Danish Debt Collection Agency, which adds a fee to the total invoice. Once the case has been transferred to the Danish Debt Collection Agency, payment and any further contact must take place directly between the user and the agency. Unpaid billing fees will likewise be transferred to the Danish Debt Collection Agency.

§2 User account

Subsection 1 CBS students and staff are automatically transferred to the library's user register when they begin their studies or employment at CBS. You may use your health insurance card as your library card. As a CBS student, you can have your student ID card registered as a library card by contacting the library service desk.

Subsection 2 A 4-digit PIN code must be created before you can borrow items using the library's self-service machines.

Subsection 3 Other persons over the age of 18 with a permanent address in Denmark may register as users at CBS Library & Academic Services. Registration must be completed using MitID, and it is important to add an email address so the library can send messages such as reminders of upcoming due dates, reservation notices, recalls, etc.

Subsection 4 Messages and notices will only be sent to the registered active email address and will not be resent in the event of an incorrect email address.

Subsection 5 By creating a user account, you undertake to comply with the rules governing library use as in force at any given time. The user account is personal, and the account holder is responsible for all items borrowed on the account.

Subsection 6 Use of the library's equipment, as well as copying and scanning, is at your own risk. The same applies to the use of study seats and lockers.

§3 Loans and renewals

Subsection 1 The loan period for books is 28 days. However, if the book is reserved for other users at the time of borrowing, the loan period is only 14 days. For journals, video materials, and DVDs, the loan period is 14 days. Loan periods for materials borrowed from other libraries may vary.

The loan period for each item will always appear on the loan receipt. The loan receipt also constitutes the first recall notice. Materials from the Reference Collection, Course Collection, and certain other special collections are not available for home loans.

Subsection 2 Renewal of the loan period. If the item has not been reserved by others, you may renew your loan no earlier than one week before the due date. You may borrow the same item for a maximum of three loan periods.

Subsection 3 Borrowing block. If you owe DKK 200 or more, you will not be able to borrow materials until the full amount has been paid.

§4 Lockers

Lockers in the basement and in the tables may be emptied every morning. Any belongings left behind will be handed in to Campus Desk and later sent to the Lost and Found Office if they are not collected.

§5 Conduct, food and drink

Subsection 1 Food and alcoholic beverages may not be consumed in the library. Fruit, biscuits, sweets, and similar items are, however, permitted.

Subsection 2 Telephone calls are only permitted in the designated mobile phone zones in the library.

Subsection 3 Conversation is not permitted at the library's study seats.

Subsection 4 Group work may only take place in the library's group rooms, at the spaces in the basement level and in Computer Lab at 1st floor.

Subsection 5 A library user who does not comply with the regulations, does not respect peace and order, or does not follow staff instructions may be expelled from the library. Repeated violations may result in exclusion.

§6 Study seats and group rooms

Subsection 1 The study seats on the ground floor and in the basement cannot be reserved and may be used by all library users.

Subsection 2 Other study seats and group rooms may only be reserved by CBS students.

Subsection 3 Available spaces throughout the library may be used by everyone but must be vacated if a CBS student has a valid reservation.

Subsection 4 From 6:00 p.m., the library at Solbjerg Plads is regarded as a reading room reserved for CBS students and staff. A patrolling security guard may expel users if valid CBS identification cannot be presented.

§7 Online resources

The library's online resources are available on campus. CBS staff and students also have remote access to most of them.

Use of online resources

Subsection 1 Use of online resources is personal and may only take place in connection with study and/or research at CBS as well as for private non-commercial purposes. You may not use the resources in connection with student jobs, other employment, affiliation with another educational institution or for any commercial

purpose.

Subsection 2 Commercial exploitation of data, systematic downloading of large amounts of data (including entire books or entire journals), and storage of data are strictly prohibited.

Subsection 3 It is also prohibited to share user IDs and passwords with others or to use access to online resources in connection with commercial work.

Subsection 4 Copyright for the individual materials must be respected.

Subsection 5 If CBS IT, CBS Library & Academic Services, or the data provider discovers misuse in accordance with the above, access will be closed and the user may be called in for a meeting.

Subsection 6 All traffic related to the use of the library's online resources is logged both by the data provider and by CBS, in order to ensure system operation and prevent misuse.

Use and sharing of online resources

Subsection 7 You may download and/or print a full-text copy of the library's materials, but only for your own use. The downloaded file must be deleted after printing. However, some providers place restrictions on the number of pages that may be downloaded.

Subsection 8 You may link to the material, but you may not share the full text by sending a PDF file by email, uploading it to Facebook, ResearchGate, X, or similar services, or saving the file on a shared drive (neither on CBS drives, Canvas, nor cloud solutions such as DropBox, etc.). This applies both to sharing/distribution with other CBS students or colleagues and with people outside CBS.

Subsection 9 Full-text files obtained through CBS licences may not be included as appendices to project reports or similar documents. Instead, a link may be provided to the relevant material

Subsection 10 As a general rule, text and data mining (TDM) is not permitted. The terms for TDM depend on the individual provider and appear in the licence agreement, which is confidential. Please contact the library for more information.

Contact and help

Email: Lending Administration: udlaan.libas@cbs.dk

Tel.: 38153698 or 38153797