

Marc Rich Library

The Marc Rich Library, a core element and integral part of learning and research at Reichman University, is a dynamic and constantly evolving entity.

We are again expanding the Library building and shortly the new, sophisticated building will cover more than 3,000 sq. m

The library provides a sophisticated, comfortable, and beautiful study environment. Designed to meet the needs of an academic institution in the twenty-first century, the library's catalog system is computerized and is programmed to allow users to navigate the library's constantly growing collection of books, periodicals and electronic sources with ease.

Students can access the library's catalogue system and other services from any computer via the Internet and is designed to assist readers navigate within the collection.

Students and staff members have access to the campus' computer network, from the library computers and from home, to specialized online databases incorporating valuable and diverse information which provides a solution for advanced academic studies. The Marc Rich Library's website is also available at: <https://www.runi.ac.il/en/library/pages/main.aspx>

The library staff includes professional librarians and information specialists trained to assist students in their studies and provide guidance in navigating the library's computerized catalog system and searching databases. For more in-depth, time-consuming searches, students must make an appointment in advance for a computer and/or library assistance. The staff will be happy to help to help you at any time.

Please read the Library Regulations carefully. The regulations outline procedures governing library use.

Please note that strict observance of the Library Regulations ensures that all users can fully enjoy the library's services.

Library Hours:

Sunday –Thursday 8:00 AM – 9 PM

Friday 8 AM – 1 PM

Saturday Closed

***On the eve of holidays' vacations and exam period an announcement will be posted on the library bulletin board and website to announce any changes in the library's hours.**

Policies

To keep the library a pleasant and productive space conducive to study and learning, please remember the following rules:

- Bags, briefcases, or schoolbags are allowed in the library.
- No talking on cell phones in all areas of the library. Please use the Silence setting to prevent disturbing other library users.
- The library is protected by an electronic security system to prevent theft of materials. If an alarm sounds upon your entering or exiting the library, you are required to present the contents of your bag for inspection.
- Library computers are to be used for study purposes only. It is strictly forbidden to change the Reichman University website in any way, or to distribute advertising, or other private information of any sort via Reichman university computers.
- Use of databases, electronic press, print-outs, and e-books requires users to respect copyright and contractual agreements between the library and the publishers/vendors.
- Access and use of the above-mentioned resources is permitted **only** to faculty and students of the Reichman University for purposes of **study and research only**, and not for commercial use.
- **Any use of these databases for purposes other than those for which they were granted, which violates agreements between Reichman University and the publishers and/or infringes upon other copyright will constitute cause to bring the perpetrator to Disciplinary Measures and/or to take other legal measures available to the authorities of university.**
- Maintain quiet in the library.
- Do not tamper with library property.
- Smoking (including e-cigarettes and all other electronic smoking devices), eating and drinking are forbidden in all areas of the library.

Failure to abide by these regulations may result in administrative disciplinary action.

Borrowing and Returning Books Procedures

Borrowing is an individual privilege and patrons are not entitled to borrow materials for another person to use.

The patron borrowing an item is responsible for it until the item is returned to the library.

A patron who loses an item or returns an item in poor condition must pay for the item to be replaced.

Do not take items out of the library without permission.

Books are borrowed and returned at the circulation desk, located at the entrance to the library.

Books can also be returned via the return slot located in the front of the building to the right of the entrance doors to the library.

The amount of time that specific books can be borrowed can be checked in the library catalogue.

Borrowing and Returning

- Books are borrowed and returned at the circulation desk, located at the entrance to the library.
- Material circulates for varied periods depending upon the demand and number of available copies.
- Check the loan period online in the library catalog or inquire at the Circulation Desk.
- Up to five items can be borrowed at a time.
- All the books in the library collection can be borrowed except those marked with red tape or items that are designated as non-circulating.
- Journals, reference material, periodicals, primary legal resources, loose-leaves, dissertations, anthologies of legislation, court decisions, loose-leaves and binders may not be borrowed.
- Books that are requested by other readers must be returned on the required due date: by 17:00 Sundays through Thursdays and by 12:00 noon on Fridays. After this time, they will be considered to have been returned late.
- Books can also be returned via the return slot located in the front of the building to the right of the entrance doors to the library.
- Non-circulating books (marked with red tape) can be borrowed overnight or for a weekend. During the week, they may be taken out of the library half an hour before the library closes and must be returned by 10 a.m. the following morning. On the weekend, they may be borrowed from 12:30 p.m. on Friday and must be returned by 10 a.m. on Sunday.
- Dictionaries and electronic dictionaries can be borrowed one hour before an exam and must be returned immediately after the exam and on the same day. Patrons must leave an ID as a deposit in order to borrow these items. **There are limited numbers of dictionaries and electronic dictionaries and we can not promise that every student will get a dictionary / electronic dictionary**
- Headphones, noise-canceling headphones and calculators may be borrowed. Patrons must leave an ID as a deposit in order to borrow these items. The items must be returned to the circulation desk afterwards - at least half an hour prior to the library closing.
- Laptops may be borrowed solely for use within the library premises. Patrons must leave an ID as a deposit in order to borrow a laptop. The item must be returned to the circulation desk afterwards - at least half an hour prior to the library closing.
- The library management has the authority to change the loan period for a book in accordance with the demands of a lecturer/course
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Renewals

- The library offers a computerized service that automatically renews books on loan.

However, books cannot be renewed when:

- 1 .The item has been requested by another reader.
- 2 .A reader owes a fine.
- 3 .The reader has books that are overdue.

4 .A valid library card has expired or is about to expire.

- It is the borrower's responsibility to check that an item has been renewed.

Reserving Books

- Book reservations can be made:

1 .From all library computers.

2 .From the library website on any computer both on- or off campus.

- A reserve may be placed on a book only if all the copies are out on loan (not including the non-circulating copy).
- If there is a circulating copy available on the library shelf, a reserve cannot be placed, and the request will not be registered in the system.
- A reader who has a book cannot order another copy of it
- Reserved books will be held at the Circulation Desk from the time they are returned to library until 17:00 the following day and 12:00 on Fridays.
- The reserve on books not claimed by the borrower by 17:00 will be canceled and will be transferred to the next person on the reserve list or will be returned to the shelf if there are no other requests for the item.
- An email is sent automatically to the reader who has requested the book when it has been returned to the library and is available.

Sanctions

All library material must be returned by 17:00, Sunday through Thursday and by 12:00 on Friday.

The library can impose sanctions and fees on a reader who is late in returning a book or any other borrowed material.

Readers who have overdue books will not be allowed to borrow, reserve, or renew books.