

Guidelines for using the library at BAS

The library at BAS must be a resource for students and teachers.

The library is open every day from 09.00-16.00

Tuesday we stay open until 19.30, long open days are mainly staffed with library assistants, if you need help beyond this, contact the main librarian during the day from 09.00-16.00

The loan period is primarily 14 days - a maximum of 1 month.

Books received by the library from and including 2004 are searchable electronically, the library is affiliated with ORIA and executes interlibrary loans - see lending rules.

Training in the library is given primarily at the beginning of each school year, to all new students.

Guidance and help in finding the desired material is provided continuously when needed.

The latest magazines are not lent out, as well as a few books and magazines marked NOT FOR LOAN.

The architectural history essays are registered and stored at the library, from autumn 2001.

A documentation archive has been established at the library, where each student can continuously submit documentation on their projects. The documentation must be of a visual nature; photo, printout of photo or drawings etc. in addition to written material. Submission of material must appear understandably marked and uniform, preferably in the form of a folder, booklet or leaflet. From 2018, we also want to receive all submitted student material electronically. Submission is voluntary, and will be publicly available to those who use the BAS library. Original material must not be handed in at the library. The student is at all times responsible for their own material. Documentation must be marked with the name of the student, name of the course and project, place, date, and responsible teacher on the course. Preferably, this submission applies to 4th and 5th year. The library cannot be held responsible if submitted material disappears from the shelf.

In order for the library to have the desired value for its users, it is not permitted to talk on a mobile phone at the library during opening hours. BAS has a separate group room that can be reserved for video conferencing etc. All other conversations should disturb the others who use the library as little as possible. The BAS library is primarily a quiet room during opening hours

Meetings that are to be at the library must be arranged in advance with the librarian, and should be outside opening hours.

Library users should clean up after themselves. If someone uses the library beyond the opening hours, they are responsible for cleaning, closing windows and locking doors.

All the books that are lent out must either be registered by the library manager or entered in the brown protocol with the name of the book / author, name of the borrower, class and date of lending.

Rules and rights for loans at the library

The BAS library is open to everyone and everyone has the right to loan. In addition to the right to loan, architecture students, employees at BAS and external architects also have first priority when it comes to loans. Other students and interested parties will be served if the library has the time and opportunity for this. Violation of the loan rules and repeated claims for damages can result in loss of loan rights

Loan regulations

The loan period is from 14 days to 4 weeks for textbooks, and video / DVD 1 week. Loans can normally be renewed if the item is not reserved for another borrower.

Loaning from other libraries is expensive, and the library may place certain restrictions.

Article copies or other special loans must in some cases be paid for by the user himself. See price list.

There is no lending on the latest issue of magazines or books in the special collections. There are no interlibrary loans or loans for materials and books that are reserved for current courses.

The loaners liability

The loaner is personally responsible for the items he / she borrows, and is liable for damages in the event of loss.

If the books are not delivered before the loan period expires, the library sends out 3 reminders before payment claims. After the third reminder, the loan right can be temporarily stopped.

All messages from the library to students / staff are sent by e-mail, the borrower is obliged to check email regularly.

The borrower is obliged to report changes in address / e-mail.

In the event of a prolonged absence from BAS, the loaner is obliged to deliver everything before departure. Remember that it is possible to send return books to the BAS library.

Return address: Bergen School of Architecture, Library, PO Box 39, 5841 Bergen, Norway.

Use of databases at BAS

Use of databases, such as the map database at BAS is reserved for students and teachers, no one else can use this material. It is not allowed for students at BAS to download or copy material from the databases for use by anyone other than themselves.

Renewal of interlibrary loan books

The loaners, students and employees are encouraged to contact us well in advance if they wish to renew the loan period on interlibrary loan books.

Compensation for loss of books

Price-list*

* (Rates BAS are equivalent to rates for the library AHO and similar library)

Article copies: Price per. copy for articles ordered from libraries in Norway and the Nordic countries
NOK: 60. Articles from other countries NOK: 100

Compensation for lost books etc.

If the purchase price is registered in Bibsys, this is rounded up to the nearest NOK 50 + fee of NOK. 100, - is added to the price. If price is not registered, the table below is used.

Pages	without illustration	with illustration
1-50	250,-	300,-
51-200	300,-	400,-
101-200	350,-	450,-
201-300	400,-	500,-
301-400	450,-	550,-
401-	500,-	600,-

Public publications, county plans, small print, etc .: 250, -

Literature search

The BAS library is affiliated with ORIA, pr. August -09, no special agreements have been made for other electronic collections abroad. If users of BAS library are to make such special searches, they are referred to UIB, the Faculty of Art, Music and Design in Bergen, NAL, the National Library and AHO

Search engines

ORIA subscription / NAL archive / BAAT user

Welcome as a user of the library – we have received a great number of books over the recent years, and we are happy to assist you!

