

# Service declaration for the library

The overall goal for the BAS library is to provide service to students and teachers at BAS, by being a special library with a main emphasis on literature within the topics BAS as a school of Architecture specifically teaches. Books beyond this are borrowed from other libraries.

Who is covered by the service declaration?

- The library's primary users are BAS's registered students and academic staff.
- Secondly, BAS library is a library for architectural offices, architects in Bergen (BAF) and architecture students in general. However, the library is open to everyone and lends material to anyone who wants to the extent possible for us.
- We offer external users access to collections through on-site use and we can send material, but the BAS library cannot remotely lend books to anyone other than its own students and teachers.
- The library is structured without an external database, and is therefore not available for web searches from home. Interlibrary loans are operated by telephone and e-mail. Work on a database is underway, and books acquired after 2004 can be searched in the library's own database.

The collections:

- The library must at all times have collections / books - and journals that support the teaching and Research & Development work at BAS.
- In consultation with those responsible for the theme course, the library offers course books. The school also has at all times available recommended literature for purchase via the administration at BAS.
- The collections must, as far as possible, be accessible in open shelves that are well labelled and marked.
- The journals must be available in the library at all times.
- All users can make purchase requests. Orders are processed continuously from the library, but purchases may still take time due to suppliers' routines and shipping.

Fieldtrip library:

- BAS library has travel boxes with fieldtrip libraries that are adapted to each study trip.

Service offer:

- For detailed information about loan services, we refer to the lending regulations.

- Interlibrary loan orders from other libraries are processed as soon as possible. Teachers and students are asked to send orders by e-mail. Complete references ensure fast turnaround time.
- Reminders, retrieval messages and feedback to users are preferably sent by e-mail.
- The library has reading places and an available PC for searching.
- Reference questions are processed continuously.

Opening hours and staffing:

- Opening hours will normally be weekdays from 09.00-16.00.
- Tuesday open until 7.30 pm