Peace Palace Library User Regulations

Article 1 – Scope and Application

1. The Visitor Regulations of the Carnegie Foundation Peace Palace apply to all visitors of the Peace Palace premises, including the Peace Palace Library. These Library User Regulations supplement the Visitor Regulations and apply to all users of the Peace Palace Library and its services and facilities for research, including borrowing services, reading room facilities and digital resources.
2. By applying for membership or making use of Library services or facilities, a user accepts these Library User Regulations.

Article 2 – Membership

1. Access to the Library and its services and facilities requires a valid and active Library membership.
2. Applications for Library membership may be submitted through the Peace Palace website.
3. Upon registration and payment, the user receives a personal Library account and Library card for one year.
4. Library memberships, accounts and credentials are personal and non-transferable. Sharing your library account (username / password) or other authentication credentials is strictly forbidden.
5. The Library may establish and amend membership fees and other service charges. The Library reserves the right to change membership fees and/or adjust the pricing for our services.
6. Members may renew their membership through the Peace Palace Library website, subject to the applicable membership conditions and fees.
7. The Library reserves the right to verify eligibility for membership and renewal.
8. Users shall keep their contact details accurate and up to date.

Article 3 – Use of Collections and Borrowing

1. Library materials can be ordered through the catalogue.
2. When collecting books, Library users will need to show their Library Card.
3. A user may request and borrow a maximum of fourteen items simultaneously.
4. The standard loan period is two weeks and may be renewed up to three times, subject to availability and operational restrictions.
5. Users shall return borrowed materials no later than the applicable due date.
6. Items published before 1950 and Reading Rooms materials cannot be borrowed. These may only be consulted on site.

7. Materials with a publication date before 1850 can be requested at the Service Desk. These can only be consulted under supervision in the Reading Room at the Peace Palace Library.
8. Requested materials will remain available for 7 days, calculated from the moment that they are ready for use.
9. Borrowed materials may not be transferred to third parties. The user shall not make unauthorized use of copies and recordings of physical publications. If there is still copyright on the physical publication of which the user has made copies or recordings, the user may only use them for private use or for his/her own study purposes and not for commercial, business or professional purposes. Further distribution of the copies or recordings is not permitted other than for the purposes explicitly permitted by the Copyright Act (such as quoting short passages with acknowledgement of the source reference).
10. Users remain responsible for all borrowed materials until their return has been processed by the Library. Return material is possible at the Service Desk inside the Peace Palace Library. Returning books by mail is possible if they are properly prepaid, packaged and registered.

Article 4 – Online content (Digital Resources)

1. Every Library user can use the Peace Palace Library's online content. Online content is available in the Reading Room and, where permitted under applicable license agreements, through remote access for Library users.
2. Users shall comply with all license conditions and usage restrictions applicable to digital resources. All intellectual property rights to the digital publications reside with the Library or its licensor(s). The User is granted only a personal, non-exclusive, non-transferable and non-sublicensable right to use the digital publications. The user may only access and use the digital publications (i) for private use or for its own study purposes and not for commercial or business purposes and (ii) in accordance with the applicable restrictions or licensing conditions of the Library's licensors.
3. The user may not copy, alter, lend, or in any way make available to third parties or perform any other actions with the digital publications beyond the scope of the right of use granted in Article 4.2.
4. The Peace Palace Library authorizes Users and monitors usage. Systematic, automated or excessive downloading, redistribution or other misuse of digital resources is prohibited.

5. The Library may suspend access to digital resources where misuse is identified or reasonably suspected.
6. If the Peace Palace Library is to be prosecuted for abuse of the download facilities by Library Users, the Peace Palace Library will trace the User responsible and hold them liable for any damages. Changes made and other infringements on licensed digital resources by end-Users harming the integrity of the data are illegal.

Article 5 – House rules

1. Users are welcome in the reading room, the lounge of the Academy Building and Floor –1. Any other parts of the premises are off-limits to library users.
2. Users shall maintain a quiet and respectful atmosphere.
3. Mobile phones, laptops, i-pads and other media carriers can be used inside the reading room but must be put on silent mode.
4. Phone calls and video conferencing are not permitted within the reading room. Any such calls may be taken to the balcony or 2nd floor study booths /call booths
5. Writing in, damaging, or altering materials in any way is prohibited.
6. Keep personal belongings with you at all times. Bags and coats are to be stored in the cloakroom/Lockers on Floor –1.
7. Kindly scan, print or download resources responsibly to protect our environment.
8. To maintain a clean environment for all guests, no eating or drinking is permitted in the reading room or study booths/call booths, except for bottled water. Use the hall or the balcony for eating or drinking.
9. Study booths/ call booths may be used on a first come, first served basis, unless otherwise determined by the Library.

Article 6 - Charges, Liability and Sanctions

1. The Library may impose overdue charges, replacement costs and repair costs in accordance with its published policies.
2. The policy regarding late book returns is as follows:
   I) If a book has not been returned at the end of the loan period, the User will receive a reminder that the book must be returned.
   II)14 days after this, the User will be issued a final reminder that a fine has been imposed.

III) After this reminder, a fine for each overdue item will be issued to the User's account and the User's account will be (temporarily) blocked.
IV) Handling a fine: the User contacts the Service Desk, returns the materials, and pays the fine. Once the fine has been paid, the User's account will be unblocked.
V) Payments at the Service Desk can only be made by card.
VI) If the book has not been returned within four weeks of the final reminder, the purchase price will be charged for each book, with a minimum of € 50. This means that for a book with a purchase value of € 25, € 50 will be charged. For a book worth € 200, € 200 will be charged.

3. Users are liable for loss of or damage to materials borrowed in their name. In the case of lost or damaged materials, the user shall be liable for all damages and costs incurred by the Library as a result, including but not limited to judicial and extrajudicial costs and the replacement costs of the physical publication.
4. Where these Regulations are violated, the Library may impose appropriate measures, including warnings, temporary suspension or permanent termination of borrowing or access privileges. The Library or its licensor(s) may take technical measures to protect their intellectual property rights. The user may not remove or bypass such protection.
5. In determining a measure or sanction, the Library shall consider the nature, seriousness and frequency of the violation.

Article 7 – Review Procedure

1. A user may submit a written request for review of a fine, charge, suspension or other measure imposed under these Regulations.
2. The request must be submitted within four weeks after notification of the decision to

   library@peacepalace.org or by mail:
   Peace Palace Library
   Library Manager
   Carnegieplein 2
   2517 KJ The Hague
   The Netherlands

3. The request must state the grounds for review.

4. The Library Manager shall review the request and provide a written decision within a reasonable period.
5. The decision of the Library Manager concludes the internal review procedure of the Library.

Article 7 – Final Provisions

1. The Library reserves the right to amend these Regulations from time to time.
2. In cases not provided for in these Regulations, the decision of the Library Manager shall apply, subject to applicable law and the Visitor Regulations of the Carnegie Foundation.

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