EBIB Charter

(approved: 17 May 2017)

CHAPTER 1: REGULATIONS

Art. 1

This regulation describes the internal rules that apply in EBIB learning centre of the KU Leuven. All rules and user conditions as stated on the website of the EBIB are also part of this regulation. This regulation does not detract from the other KU Leuven regulations. These will apply unabated. In case of contradiction between this regulation and the other KU Leuven regulations, this regulation will have priority.

Art. 2

Anyone who enters the EBIB learning centre agrees to comply with these internal rules unconditionally. Entering EBIB implies acknowledgement and acceptance of all internal rules.

Art. 3

In case of ambiguity or unclarity of one or multiple provisions of this regulation, the interpretation given by the EBIB staff will be seen as the correct one.

CHAPTER 2: ACCESS TO THE LEARNING CENTRE AND THE CLOSING PROCEDURE

Art. 4

Learning centre EBIB is accessible for the following people, hereinafter referred to as ‘users’:

1) Students of the KU Leuven association, provided they have a valid KU Leuven student card of the current academic year with them. They have automatic access to EBIB by using of their student card at the entrance gates. The identity mentioned on the student card must be identical to the identity of the holder of the card.

A student that forgot his student card at its accommodation address, he ought to go get his card. When the card lies at his home address, he ought to buy a dummy card at the normal price.

Under ‘‘students of the KU Leuven association’’ is understood: Each student who is enrolled in the current academic year for a KU Leuven association academic program.

2) Staff members of the KU Leuven association on condition that they have a valid staff card. They
have automatic access to FEB by use of their staff card. Staff members who are classified as “externals”, do not have automatic access. With a detailed motivation directed to the coordinator they can ask access to EBIB. They can only be granted access (manually) after the consent of the coordinator.

3) Third parties, as long as they comply with the applied KU Leuven access facility regulations.

4) Others, on condition that their visit fits an event or meeting that has been organized or approved by EBIB.

Art. 5
Users commit to leave the building timely so that the learning centre can be closed at the stated closing time.

CHAPTER 3: 
FOOD AND DRINKS

Art. 6
Both possession and consumption of alcoholic drinks is prohibited in the EBIB. Non-alcoholic drinks are allowed as long as they are in a bottled or a sealed container.

Art. 7
Both possession and consumption of a meal that would normally be served or eaten hot is prohibited. This includes cooled meals that once were hot.

Art. 8
The users are urged to clean up their trash and deposit it in the bins, with respect of the sorting rules.

CHAPTER 4: 
FURNITURE

Art. 9
The furniture has a fixed positioning. This means it is not allowed to move the furniture out of the room where it is located. Only the EBIB staff is authorized to decide otherwise.

Art. 10
The furniture can be moved inside of the room where it is located, as long as it does not impede the normal circulation of the space.

CHAPTER 5: 
RESERVATION AND LOANS

Art. 11
Students and staff can reserve the following items on the EBIB website:

- Group study rooms (Bibsems):
  Reservation possible and recommended, but not mandatory. However in the exam period it is not
possible to book Bibseys.

Financial databases: Reservation mandatory.

On the EBIB website, users can find an overview of all the bookable equipment and also the reservation and user conditions.

CHAPTER 7:
PROCEDURE IN CASE OF VIOLATIONS

Art. 12

EBIB may and can ask the staff or student card in case of presumption of an infringement. Customers of the ICTS-service and third parties should give some other proof which confirms their identity.

Art. 13

Any infraction of the rules will be dealt with as noted hereunder:

1) A first infraction will lead to an encouragement to comply and a possible explanation of the rules. This can be accompanied by an individual or collective warning, depending on the situation.

2) A second infraction will be accompanied with a second formal warning. These will always be given individually. The person involved will be informed about the possible consequences of a third new infraction and the possible third warning.

3) Committing multiple infractions will lead to a third individual warning. This warning will also lead to the sending of an email by the director of EBIB. The person involved must reply to this mail in 5 days. In his reply the person involved must comply with the internal rules and must express the will to respect these internal rules. The coordinator has the right to temporarily or permanently refuse access to EBIB to this person.