The Marc Rich Library, a core element and integral part of learning and research at IDC Herzliya, 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: [www.idc.ac.il/library](http://www.idc.ac.il/library)

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 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 8:30 AM – 9 PM
* Friday 8 AM – 1 PM
* Saturday Closed

On the eve of holidays and vacations, 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:

- Maintain quiet in the library.
- Do not tamper with library property.
• Smoking, eating and drinking are forbidden in all areas of the library.
• 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 IDC website in any way, or to distribute advertising, or other private information of any sort via IDC 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 IDC 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 IDC 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 IDC.

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

Loan Periods

• 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 6 books may be loaned concurrently.
• 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).
• Reference material, periodicals, dictionaries, primary legal resources, and loose-leaves cannot be loaned outside the library.
• Non-circulating volumes (marked with red tape) may be borrowed from Friday at 12:30 until Sunday at 10:00, and each evening from 20:30 until the following morning at 10:00.
• The Library Administration is authorized to modify the loan period for any book in coordination with the demands of particular courses and lecturers.

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.
5. The item is for overnight loan only (non-circulating material).
   • 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.
- Reserved books will be held at the Circulation Desk from the time they are returned to library until 17:00 the following day (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.

**Fines**

- All library material must be returned by 17:00, Sunday through Thursday and by 12:00 on Friday.
- Readers are fined if items are returned late.
- The penalty is calculated from 17:00 on the day the item is due. Each item is calculated and charged separately.
- The fine is calculated according to the following rates:
  Reserved book – NIS20 per day.
  Non-circulating books – NIS10 per hour.
- Readers who have overdue books or unpaid fines will not be allowed to borrow, reserve, or renew books until the fine is paid.