

APPENDIX I. LOAN POLICY *In use from the Crunia launch (19/12/2022)***Approved by the Technical Board on 16/06/2022, and modified by the Technical Board on 03/07/2025**

Types of users	Number of docs. on loan	Loan days	Renewals	Requests
GROUP 1				
Undergraduate students in our own and affiliated centers	10	10 days	Indefinite	Limit 10 items
Mobility program students (Erasmus, SicueSeneca)				
Dual degree students, simultaneity degrees				
Interuniversity degree students				
SÉNIOR University students				
GROUP 2				
Studying official Master's Degrees, own Master's degrees and post-graduate degrees, including those of the Fundación Universidad de A Coruña, Interuniversity Master's Degrees	15	21 days	Indefinite	Limit 15 items
Students of final degree projects				
Administrative and service staff (PAS)				
GROUP 3				
Doctorate students	35	30 days	Indefinite	Limit 35 items
Visiting researcher: Senior Visitor / Predoctoral or Postdoctoral Visitor	35	30 days	Indefinite	Limit 35 items
GROUP 4				
Research trainees	35	Academic Year (Each library may exclude documents from this type of loan for reasons of use or availability)	Indefinite	Limit 35 items
Hired research staff				
GROUP 5				
Teaching and research staff (including affiliated centres) from Fundación Universidade da Coruña.	100	Academic Year (Each library may exclude documents from this type of loan for reasons of use or availability)	Indefinite	Limit 100 items
Emeritus, retired and honorary professorships				
Visiting lecturers				
Lecturers				
GROUP 6				
Any person from outside the university community who is authorised by the University Library.	6	10 days	Indefinite	Limit 6 items

SPECIAL LOANS				
TYPE OF LOAN	Target user groups	Loan days	Renewals	Requests
Weekends and public holidays: some documents excluded from regular loans are available.	All groups	From Friday or the day before the public holiday until Monday or the day after the public holiday	No	No
Non-school periods	Users GROUP 1 and 6	Summer: 21 days Christmas and Easter: adjusted to the non-school periodo	Indefinite	Yes
Short loan, for frequently used works or special materials	All groups	5 days	2 renewals	Yes
BIC loan: library of cultural interest and divulgation.	All groups	30 days	Indefinite	Yes

ELECTRONIC DEVICES LOAN				
TYPE OF LOAN	Target user groups	Loan days	Renewals	Requests
Laptops and accessories	Users from GROUPS 1 to 5	6 hours	1 renewal	Yes
E-readers	Users from GROUPS 1 to 5	15 days	Indefinite	Yes

PENALTIES FOR LATE RETURNS	
<p>From the moment of return, the user will be penalized without being able borrow books for as many business days as there are documents with an overdue loan and accumulated days of delay, up to a maximum of 40 days. Penalties are cumulative.</p> <p>Example: if the user has 4 books and is 5 days late in returning them, they will be penalized with 20 business days (4 weeks, if there are no holidays in between) without being able to borrow documents.</p>	