The reference card consists of two copies:
- Place the top copy (the original) on the shelf in a red plastic holder in the place of the book.
- Place the bottom copy (the carbon copy) visibly in the book.
- Please do not return books to the shelves. Leave them on a book trolley (available on each floor).

Behind the front desk, you will find facilities for photocopying, printing and scanning. Paying is done through your KU Leuven library card. You can add print credit on print.kuleuven.be. Publications dating prior to 1900 may not be photocopied. All copyright laws must be respected.

You can find more information on how to use the imaging services on ww.kuleuven.be/print.

Library Rules
- The use of library cards is obligatory.
- Leave your coat and bags in the lockers. Baskets are available to carry your belongings while in the library.
- Eating and drinking is forbidden in the library.
- Respect the silence in the library.

Special rules apply for the consultation of CD-ROMS, microfilms, and audio-visual didactic materials, as well as for dissertations, archive materials, manuscripts, rare books and works printed before 1900. These rules are available on our website.

Books without a visible reference card, or with illegible or insufficient information on the card, will be removed and returned to the shelves.

IT Facilities and Imaging Services
- There are a limited number of computers available in the library. They are connected to the Internet and can be accessed only by logging into the KU Leuven network. Once registered, you can make use of our internet facilities.

- There is wireless (WIFI) Internet access available in the entire library. This requires logging into the eduroam network.

Digital Library
- The library has subscriptions to a large number of e-resources.
  - E-resources are catalogued in LIMO. Some of these are accessible through LIMO.
  - Links for accessing certain frequently used e-resources (e.g. the bibliographical databases ATLA, ETL and iTheo) are provided on our website: www.theology.be/library/e-resources

Visit our website for news and more information: www.theology.be/library
Welcome!

Admission

<table>
<thead>
<tr>
<th>KU Leuven &amp; Association students</th>
<th>student card</th>
</tr>
</thead>
<tbody>
<tr>
<td>KU Leuven &amp; Association staff</td>
<td>staff card</td>
</tr>
<tr>
<td>CLT, IIT, UCL, KHLleuven, KHLim</td>
<td>complimentary Year Card*</td>
</tr>
<tr>
<td>students and staff</td>
<td></td>
</tr>
<tr>
<td>Alumni Lovanienses, Friends of the University Library</td>
<td>complimentary Year Card*</td>
</tr>
<tr>
<td>Others</td>
<td>Day Card or Year Card*</td>
</tr>
</tbody>
</table>


Opening Hours

- Monday – Friday: 8.30 AM – 10.00 PM
- Saturday: 9.00 AM – 1.00 PM
- October – June: 9.00 AM – 10.00 PM
- July – August: 9.00 AM – 1.00 PM
- August – September: 9.00 AM – 1.00 PM

- Holiday closures: www.theology.be/library/open
- Assistance with bibliographical searches can be provided until 5 PM at the front desk.
- Please contact us beforehand if you wish to consult our rare books collection on Saturdays.

Catalogue: LIMO

- Use LIMO, our online search interface for both printed materials and e-resources: limo.libis.be
- On each floor you will find computers reserved for searching the catalogues.

Finding Your Way around the Library

Current books and periodicals with an active subscription are stored in the open stacks in the reading rooms spanning five floors.

- The shelves are arranged in eleven sections. The call number of books in the open stacks always begins with a capital letter, referring to the section in which the book is kept:

<table>
<thead>
<tr>
<th>Section</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>A05-A06</td>
<td>-1</td>
</tr>
<tr>
<td>A</td>
<td>0</td>
</tr>
<tr>
<td>B</td>
<td>1</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
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<td>D</td>
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<td>M</td>
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<tr>
<td>N</td>
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</tbody>
</table>

- Books and periodicals are organized by subject according to the UDC. In this decimal system, each digit represents a subdivision of the preceding digit (e.g. F271 is a subdivision of F27 and precedes F28).
- Recent issues of periodicals are located in separate cabinets on each floor.
- Books marked “On shelf stack” as “Due date / status” in LIMO are located in the closed stacks. These books must be requested at the front desk by filling out a reference card.
- When in doubt, the librarians at the front desk will be happy to assist you.

How to Consult the Printed Material

Our library has a strict no-lending policy. As a result, all books are available to all users at all times.

- If you wish to consult a book, place a completely filled out reference card on the shelf in place of the book. Reference cards are available on the book trollies and next to the computers on every floor.
- Please write down on the reference card the table number where the book will be consulted.

Maximum consultation period:
- Books: three months
- Periodicals: two weeks