

ANTHROPOLOGY LIBRARY RULES

Anthropology Library General Rules

1. Bringing food and drinks into the library is prohibited.
2. Maintain cleanliness in the library.
3. Visitors are required to return the books they have read to the original place or into the book basket provided.
4. Be polite and respectful to library staff and fellow patrons.
5. Do not take books out of the library without permission.
6. Visitors to who need information about collection needed, can ask the library staff for help.
7. Please contact the library staff during working days and hours.
8. Before leaving the library, make sure no are left behind.

Book Borrowing Rules

1. Borrowers are required to fill in the Book Borrowing List book provided.
2. Borrowing books using KTP/SIM or BPJS.
3. Borrowers are entitled to borrow a maximum of 5 (five) books with different titles in one loan.
4. The book borrowing period is valid for 14 days (according to the calendar).
5. The loan period can be extended twice (total loan period 42 days).
6. Borrowers are obliged to return borrowed books on time, or before the time limit expires.
7. Borrowers are obliged to keep the condition of borrowed books clean, intact, undamaged and not make graffiti in them.
8. The collection of theses, theses and dissertations (print) is not loaned out and may only be read on the spot.
9. Borrowing and returning books may not be represented by another person's name and identity card.

Book Printing Service

1. Students can print books through the library staff and will be processed within 3-5 working days.
2. Orderers are required to make a down payment of 50% of the specified price.

3. Orderers are expected to pick up the book maximum of 3 days after the book ordered has been finished.
4. If students are unable to pick up on the specified date, they are expected to inform the library staff.
5. Students who do not take and pay off books within the specified time will be subject to sanctions.

Final Project File Access

1. Students can access the final project file directly through the device provided by the anthropology library or via email.
2. Access The file thesis online can be done by sending email to perpusantroug@gmail.com with the following format:
 - Full Name
 - NIM
 - Major
 - Thesis title and author
 - Statement of not plagiarizing and distributing the final project file
3. Students can request access to a maximum of 3 (three) files with different titles in one request.
4. Plagiarism of the requested final project is prohibited.

Anthropology Library Free Sheet Request

Students who have completed their final project and wish to apply for a library release sheet from the Anthropology Library are expected to follow the following steps:

1. Students are expected to send an email with the following format and include :
 - Subject: Anthropology Library Free Application
 - Full Name
 - NIM
 - Study Program (S1/S2)
 - Contact number
 - Statement of permission for limited dissemination within the Department of Cultural Anthropology
2. Students who apply are expected to name their final project file as follows:
 NAME_DEPARTMENT_THEME_TOPIC_LOCATION_NAME DPS
 EXAMPLE: OKKY CHANDRA BASKORO_2016_TOURISM_KUSIR
 ANDONG_BOROBUDUR_PMK

3. The library officer will then respond with a statement that the final project has been received and will check the final project and check whether the applicant still has a book loan.
4. After confirmation that there are no holds on the book and the final project file is correct, the library officer will send a Library Release Sheet.

Fines and sanctions

1. Damage/loss of books is the responsibility of the borrower with the obligation to replace according to the original or with money 2x the price of the book if the book is no longer published.
2. Late return of books is subject to a fine of Rp.1,000,-/day per one book starting when the borrowing period of the book has expired.
3. Students who steal or bring library collections without permission will have their membership and all rights in the library suspended for the duration of their studies.
4. Students who do not pay for their books will have their library membership suspended until they have paid for their books.

Yogyakarta, December 19, 2024

Library Officer



Nandito Jodi Syaifulloh

Head of Anthropology
Department



Prof. Dr. Pujo Semedi, M.A