

Terms and Conditions of Use for the University of Applied Sciences Technikum Wien Library

Version of 1st October 2009

§ 1 Services

(1) Acquiring and providing access to the literature and other information media required by the University of Applied Sciences Technikum Wien in order to fulfil its teaching and research responsibilities.

(2) General provision of information with respect to library usage and bibliographic inquiries.

§ 2 Opening hours

(1) The library maintains the following opening hours:

Monday	1:00 p.m. – 7:00 p.m.
Tuesday	10:00 a.m. – Midday and 1:00 p.m. – 7:00 p.m.
Wednesday	10:00 a.m. – 1:00 p.m. and 2:00 p.m. – 8:00 p.m.
Thursday	10:00 a.m. – Midday and 2:00 p.m. – 7:00 p.m.
Friday	1:00 p.m. – 7:00 p.m.

(2) The library is closed at times during the holiday period. This will be announced accordingly on the intranet on CIS / News and on posters.

§ 3 Usage rights

(1) All students, full-time staff and part-time teachers at the UAS Technikum Wien have unrestricted usage rights. Authorisation is issued automatically upon registration or commencement of employment respectively.

(2) Library management shall decide upon the authorisation of other external persons on an individual basis. Such persons must be 19 years of age, have official photographic proof of identity and submit a registration form.

(3) Library management retains the right to restrict usage rights for the persons specified under (2) above as appropriate.

(4) The library must be notified immediately of any changes to relevant personal data or changes to circumstances on the basis of which authorisation was issued.

(5) Library users accept the library rules without exception upon their registration, admission and/or approval.

(6) Library management can restrict and/or suspend the usage rights temporarily or permanently in the event of infringements of the general rules of conduct or library rules.

(7) UAS Technikum Wien staff and students are only issued the discharge notice they require for termination of employment or deregistration respectively when they have no further liabilities with respect to the library.

§ 4 Storage and protection of data

In order to fulfil its responsibilities the library employs electronic data processing. Master data (name, e-mail address, degree course, residential address in some cases) are stored electronically. These data are handled in accordance with the provisions of the Data Protection Act ["*Datenschutzgesetz*"].

§ 5 Library liability

The library is not liable for the loss or damage of valuables or items brought into the library.

§ 6 Behaviour

(1) Upon entering the library, a person is required to accept the current terms and conditions of use applying to the library premises.

(2) The "General rules of conduct" also apply to the library premises.

(3) All behaviour is prohibited on the library premises that disrupts or interferes with ongoing library operations and activities. This applies in particular to eating, drinking, smoking, making telephone calls, listening to music and holding long discussions.

(4) Persons are prohibited from taking in items that constitute a risk to people, the equipment, furniture, fittings and stock or that impede library operations and activities.

(5) Instructions issued by library personnel must be followed.

(6) When leaving the library premises it is necessary to present all media at the information counter ["*Infotheke*"] for borrowing or checking purposes. Furthermore, library staff are authorised to look into bags and other containers upon their request.

(7) The equipment, furniture, fittings and library stock are to be handled with the utmost care. In particular, it is forbidden to make entries and/or underline anything in print media and bend or tear out pages. In such cases, the user is obliged to pay compensation amounting to the new cost of the medium.

(8) The user must immediately examine the state of the library's property that is issued and report any existing damage to library personnel. If the user fails to report such damage they are obliged to prove that they received the library's property in a damaged state.

(9) Any damage and/or loss must be reported immediately and compensated appropriately. If media must be replaced, the user is obliged to pay the new price of the replacement item.

(10) When copying library stock the user is responsible for observing any existing copyright provisions.

(11) Library media are to be returned to library staff after use.

(12) The computer equipment at the computer workstations is provided solely for bibliographic and academic research purposes. Any misuse shall result in the offender being prohibited from using the library.

§ 7 Acquisition

(1) UAS Technikum Wien staff can make suggestions for acquiring new stock within the scope of the existing degree course and Departement budget. Following approval from the degree course and/or head of department, the Excel form available in the cis at the library is to be filled out accordingly and mailed to the library.

(2) UAS Technikum Wien students can submit their requests to course instructors, who then communicate these to the library via the degree course supervisors and head of department (see above).

(3) Prior to the submission of acquisition suggestions it is necessary to check that the suggested media is not already part of the library's inventory or not in sufficient quantities.

(4) The acquisition proposals should contain as much bibliographic information as possible (author/editor, title, publisher, ISBN) and be entered into the Excel file that can be retrieved from the cis / library.

§ 8 Borrowing

(1) All staff and students of the UAS Technikum Wien are automatically authorised to borrow from the library. When borrowing for the first time, students must present their student identification for user registration purposes. Students receive a user bar code that is adhered to their student identification document. This bar code is required in order to borrow, extend and return items.

(2) There is no borrowing charge.

(3) Library management reserves the right to make decisions regarding the borrowing entitlements of other users on an individual basis (cf. § 3 (2) Terms and conditions of use).

(4) All of the library's non-reference works may be borrowed as a general rule.

(5) Media belonging to the reference collection are marked in a special manner.

The reference collection contains media that are

a) highly valuable

b) not suitable for borrowing due to their nature, such as e.g. unbound works, loose leaf collections etc.

c) of special significance in terms of day-to-day usage (e.g. general reference works plus newspapers and magazines that have appeared in the last month).

(6) Users are fully responsible for the media they borrow. It is forbidden to borrow the media in the name of a third-party or to lend borrowed media to a third-party.

(7) Individual users can be refused borrowing rights in the event of repeated infringements against provisions of the library's borrowing regulations.

§ 9 Borrowing periods

(1) The standard borrowing period is one month, with a maximum of 8 works at any one time.

(2) The borrowing period can be extended for one month at a time provided the item is not required by another user. The borrowing period cannot be extended if the medium has been reserved. An extension can be revoked in the event of a reservation.

(3) Full-time and part-time employees of the UAS Technikum Wien are entitled to borrow works they require for their current teaching and research activities for a maximum period of one year without a restriction on numbers. However, they are obliged to allow students to view these works upon request.

(4) The extended borrowing provisions pursuant to Paragraph 3 can be rescinded temporarily if other users express an urgent need.

§ 10 Reservations

(1) Borrowed works can be reserved for borrowing. The user who made the reservation is notified as soon as the medium is available. If the reserved book is not borrowed by the user who made the reservation within the period stated in the notification, the library is free to use it as it sees fit.

(2) No information regarding persons borrowing and reserving items may be divulged.

(3) The library is entitled to limit the number of reservations and temporarily refuse the acceptance of further reservations.

(4) A user is not permitted to reserve several copies of the same work.

(5) In compelling situations the library is permitted to make a special reservation that takes precedence over existing reservations. The users with a previous reservation are notified with respect to the ensuing delay.

§ 11 Returns / Reminders

(1) If the return date falls on a weekend, a public holiday or the library holiday, the return date is deemed to be the next day on which the library is open.

(2) Library management has the right to demand the return of individual or all borrowed works on grounds of urgency (e.g. to conduct a stocktake).

(3) If an item is not returned by the due date the user receives an automatically generated e-mail indicating the failure to return the item and requesting its urgent return. If the item is not returned within 14 days of the due date the user is barred from further borrowing. A reminder fee of €4 is charged for the first 14 days from the date of the restriction and then €7 from the 15th day. The automatically generated reminder e-mails constitute a service provided by the library to alert users to the expiry of the borrowing period. Nevertheless, it must be noted that reminder fees are due in the absence of a written reminder or the failure of such to be delivered (e.g. due to technical problems with the recipient's mail server).

(4) The user is not permitted to borrow further works until the item/s has/have been returned and/or the fees have been duly paid.

(5) The UAS Technikum Wien reserves the right to take legal action to replace borrowed media that have not been returned despite repeated reminders.

§ 12 Validity

(1) These library regulations come into force on 01/10/2009. The previous terms and conditions of use shall no longer apply when these terms and conditions come into force.

(2) They can be viewed publicly in the library and can also be retrieved via the UAS Technikum Wien intranet.

(3) Amendments to the library regulations can only be made in writing. Users must be made aware of such amendments immediately.