

A close-up photograph of a Scrabble board with green squares. Wooden tiles are arranged to spell out 'LIBRARY' horizontally and 'STUDIEREN' vertically. The tiles are light brown with black letters and numbers indicating their point value. The board also features special squares: red squares for 'DOPPELTER WORT WERT' (Double Word Value) and blue squares for 'DREIFACHER BUCHSTABEN WERT' (Triple Letter Value).

Library

Library Regulations

University of Applied Sciences Technikum Wien

Version of October 1st, 2009

> Technology is exciting.

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§ 1 Services

- (1) Procurement, indexing and provision of the literature and other information carriers required to meet the teaching and research functions of the UAS Technikum Wien.
- (2) Provision of general information on the use of the library as well as bibliographic questions.

§ 2 Opening Hours

- (1) The library is currently open during the following hours:

Monday	1:00 p.m. to 7:00 p.m.
Tuesday	10:00 a.m. to 12:00 p.m. & 1:00 p.m. to 7:00 p.m.
Wednesday	10:00 a.m. to 1:00 p.m. & 2:00 p.m. to 8:00 p.m.
Thursday	10:00 a.m. to 12:00 p.m. & 2:00 p.m. to 7:00 p.m.
Freitag	1:00 p.m. to 7:00 p.m.

- (2) The library may occasionally be closed during the holidays. Such closures will be announced in the intranet under CIS / News and notices will also be posted.

§ 3 Right of Use

- (1) All members (students and full-time employees) as well as part-time lecturers of the UAS Technikum Wien shall be granted unrestricted right of use. The right of use is granted automatically upon enrolment or employment at the UAS Technikum Wien.
- (2) The right of use for other external persons will be decided on an individual basis by the library management. You must be over 18 years old and provide proof of identification with an official photo ID and residence registration form.
- (3) The library management reserves the right to restrict the right of use of persons according to paragraph 2 on the basis of proportionality.
- (4) The library is to be notified immediately of any changes in relevant personal data or the conditions under which the right of use was granted.
- (5) Upon being granted the right of use, the user also agrees to observe the library regulations as stipulated in the current version.
- (6) Any violation of the university or library regulations may result in the right of use being temporarily or permanently restricted or revoked by the library management.

(7) Upon leaving the UAS Technikum Wien (graduation, end of employment), members will only be issued the required documents for leaving once all claims on the part of the library have been settled.

§ 4 Data Storage and Protection

The library employs electronic data processing in order to perform its duties. The master data (name, e-mail address, degree program, and possibly residential address) are stored electronically. This data will be treated in accordance with the provisions of the Data Protection Act.

§ 5 Liability of the Library

The library is not liable for any loss or damage to property or valuables brought into the library.

§ 6 Conduct

(1) Upon entering the library, the user agrees to observe the library regulations as stipulated in the current version and available at the library offices.

(2) In principle, the university regulations also apply to the library premises.

(3) It is forbidden to engage in any conduct on the premises that disturbs or disrupts the ongoing library operations. This applies in particular to eating, drinking, smoking, talking on the phone, listening to music and engaging in long conversations.

(4) It is forbidden to bring items into the library that represent a danger to people, the facilities or the library collection, or that impede the library operation.

(5) Instructions given by the library staff are to be followed.

(6) When leaving the library premises, all media must be presented at the information desk to be borrowed or checked back in. Furthermore, users shall allow library staff to inspect their bags and other containers upon request.

(7) The facilities and the library collection are to be handled with the utmost care. In particular, it is forbidden to make notes, underlines, or to bend or tear pages in printed media. In such cases, the user is obligated to compensate the library for the cost of acquiring a new copy of the media.

(8) The user is responsible for immediately checking the condition of any borrowed library materials and reporting any existing damage to the library staff. Should any such existing damage not be reported, the user shall bear the responsibility of proving that the library materials were already damaged at the time they were borrowed.

(9) Damages and losses shall be reported immediately and appropriate compensation shall be made. The amount to be compensated for the replacement of the media shall be based on the cost of acquiring a new copy of the media.

(10) It is the responsibility of the user to observe any existing copyright regulations when making reproductions of library materials.

(11) Media is to be returned to the library staff after use.

(12) The computer equipment at the computer stations is provided strictly for bibliographic and scientific use. Any misuse will result in the right of use for the library being revoked.

§ 7 Acquisition

(1) The staff of the UAS Technikum Wien may make acquisition suggestions within the available budget for the degree program and department. Upon approval by the program director and the head of department, the Excel form available on the CIS library page should be correctly filled out and sent by e-mail to the library.

(2) Students of UAS Technikum Wien may also provide their lecturers with acquisition suggestions which they in turn will submit to the library through the program director and head of department (see above).

(3) Before submitting an acquisition suggestion, it is to be ensured that the library collection does not already contain, or only contains an insufficient number of the desired media.

(4) In order to facilitate the processing of the acquisition suggestions, as much bibliographic information as possible should be provided (author/editor, title, publisher, ISBN) and entered into the Excel file on the CIS library page.

§ 8 Borrowing

(1) All members of the UAS Technikum Wien are automatically entitled to borrow library materials. When borrowing library materials for the first time, students must present a student ID card so that their data can be entered into the system. The students receive a user barcode which is affixed to their student ID card. This bar code is required in order to borrow library materials, apply for extensions and return borrowed library materials.

(2) Library materials may be borrowed free of charge.

(3) The library management reserves the right to decide on an individual basis if other users shall be entitled to borrow library materials (see § 3 para 2 BO).

(4) Principally, all works can be borrowed that do not belong to the non-circulating collection.

(5) The media belonging to the non-circulating collection are specifically marked.

The non-circulating collection includes media that

a) is particularly valuable

b) is not suitable for lending due to its characteristics, such as unbound works, loose-leaf collections, etc.

c) is especially significant for daily use (e.g. general reference books, newspapers and magazines that were published within the last month).

(6) The user bears full responsibility for the media they borrow. It is forbidden to borrow media on behalf of third parties or lend borrowed media to third parties.

(7) In the case of repeated violations of the provisions of the library regulations regarding borrowing, the library may refuse to lend materials to individual users.

§ 9 Loan Periods

(1) The regular loan period is 1 month, with a maximum of 8 works being able to be borrowed at the same time.

(2) The loan period may be extended by 1 month, provided no one else has requested to borrow the materials. An extension of the loan period will not be permitted if the item has been reserved by someone else. In the case of a reservation, an extension may be revoked.

(3) Full- and part-time employees of the UAS Technikum Wien are entitled to borrow works required for their current teaching and research activities without any quantity restrictions for a period of up to 1 year. However, they are required to allow the students access to these works upon request.

(4) The extended loan provisions according to Paragraph 3 can be temporarily suspended in the case that other users have an urgent need to access the media.

§ 10 Reservations

(1) Works that are already on loan can be reserved. The user who has reserved the work will be notified when the item is available. If the user who placed the reservation does not borrow the book within the time limit specified in the notification, the library may loan the book to another user.

(2) Principally, it is not allowed to disclose information about the user who has placed the reservation or has borrowed the work.

(3) The library has the right to limit the number of reservations and temporarily refuse to accept reservations for a specific work.

(4) It is not allowed to reserve several copies of the same work.

(5) In urgent cases, the library can arrange a special reservation, which shall have precedence over existing reservations. The users with existing reservations will be notified of the resulting delay.

§ 11 Returns / Reminders

- (1) Should the due date of the loan period fall on a weekend, holiday or during the library holidays, then the next opening day of the library shall be considered the due date.
- (2) The library management has the right under compelling reasons (e.g. to conduct a physical inventory) to demand the return of any or all borrowed works.
- (3) Should borrowed library materials fail to be returned by the due date, the user will be sent an automatically generated e-mail notification requesting the immediate return of the overdue items. Failure to return the items within 7 days of the due date will result in the user being blocked from borrowing further library materials. The late fees for overdue items shall be € 4 if returned within the first 14 days after being blocked from further borrowing, and € 7 after that date. The automatically generated e-mail reminders are a service provided by the library to notify the users of overdue items. However, it is hereby explicitly stated that late fees shall be incurred even if a written warning is not issued or is not received (e.g. due to technical problems with the recipient's mail server).
- (4) The user will be blocked from borrowing further library materials until all overdue items are returned and all outstanding late fees have been paid.
- (5) The UAS Technikum Wien reserves the right to take legal action for the recovery of borrowed media that have not been returned despite repeated reminders.

§ 12 Validity

- (1) These library regulations shall come into effect on October 1st, 2009. The previous library regulations shall become ineffective upon the date these library regulations come into effect.
- (2) The library regulations are available at the library offices and may also be viewed on the university intranet.
- (3) Amendments to the library regulations may only be made in writing and the users shall be notified immediately.