

Administrative Circular

The President

9.1 University Library User Regulations

Published 09.11.2012

University Library User Regulations

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Section I - General

§ 1 Scope

(1) These User Regulations apply to all Library facilities of Otto von Guericke University, hereafter referred to as the Library.

(2) Personal details are collected, processed and used in accordance with the provisions of the German law protecting the personal details of citizens (DSG-LSA) dated 18 February 2002 (Official Gazette LSA p. 55).

§ 2 Functions of the Library

(1) The Library serves as a public institution for scholarship and academic training, professional work and continuing education.

(2) The Library fulfils its role, in particular by

1. making its collections available for use on its premises,
2. loaning some of its collections for use outside of the Library,
3. enabling online access to electronic publications, multimedia products and databases within the framework of the relevant licensing rights,
4. providing information on the basis of its collections and information resources,
5. conveying information from databases,
6. providing internet access for studies, teaching and research,
7. procuring items that are not available on site through inter-library lending, as well as making items available for inter-library lending,
8. producing, enabling or arranging reproductions from its own collections or from items procured from other libraries,
9. carrying out property right searches, initial consultations for inventors and user training, plus making available standards for members and affiliates of the Universities in the state of Saxony-Anhalt,
10. maintaining the University bibliography for publications produced at Otto von Guericke University as a central reference tool,
11. carrying out public relations work, especially through exhibitions, guided tours and lectures.

(3) The type and scope of services are in line with the specific role of the Library and its human, practical and technical resources.

Section II - General Terms of Use

§ 3 Legal Nature of the Usage Relationship

The usage relationship is generally regulated by public law. Private legal agreements may be reached regarding use for special purposes.

§ 4 Admission for Use

(1) The following individuals may be admitted to use the Library within the framework of the objectives set out in § 2:

1. Members and affiliates of Otto von Guericke University
 2. All other persons, who have their officially registered domicile in the Federal Republic of Germany and who have completed their 16th year,
 3. Other persons in accordance with the individual decisions of the Library management.
- Libraries are entitled to use the University Library within the framework of German and international lending.

(2) The Library may only be used subject to registration. Registration must be undertaken in person. A valid personal identity card or corresponding official verification of identity must be submitted, from which the holder's place of residence can be identified.

(3) Admittance to the Library is via system booking of the relevant UniCard in the case of members and affiliates of Otto von Guericke University, or via the issuing of a user ID upon registration in the case of external users. A one-off fee is charged to issue the user ID. The User ID remains the property of the Library and is not transferable. Other regulations may apply in the Central Medical Library.

(4) Permission to access and use the Library may be temporary and issued subject to conditions.

(5) Exhibitions and special events may be attended without formal permission to enter. In such cases, the general rules of conduct and care contained in these User Regulations apply accordingly.

(6) Admittance in the case of minors, insofar as they are not enrolled students of an academic institution, is dependent on the written approval of their legal representative(s).

(7) Admittance will be denied if users do not acknowledge the binding nature of the Library User Regulations. This acknowledgement must be made in writing by signing the registration form. The user relationship begins upon admittance. The User Regulations are available to be read upon registration and on the Library website.

(8) Any change of name and address or saved email addresses must be reported to the Library without delay. The loss of a user ID must be reported to the Library immediately. Anyone who fails to comply with this obligation shall be liable to the Library for the costs and disadvantages entailed.

(9) Permission to access and use the Library may be terminated upon personal application.

(1) Users who seriously or repeatedly infringe the provisions of the User Regulations or contravene the instructions of Library staff, may be subject to limitations on the loaning of literature outside of the Library or, after a hearing, have their permission to access the Library wholly or partly withdrawn for a suitable period (up to six months) by the Library management.

(11) The theft or damage of literature, information resources, electronic data storage media and items of equipment constitute serious infringements, which, in accordance with § 4 para. 10. of these User Regulations, are punishable by a penalty.

(12) At the end of the user relationship, all items borrowed from the Library must be returned. Any outstanding obligations must be met.

(13) The Library shall only release your name for removal from the register of students when the obligations in accordance with paragraph 12 have been met.

(14) The same applies in the case of members or affiliates of Otto von Guericke University when they retire or leave their employment.

§ 5 Storage of Personal Details

(1) The Library collects and processes personal details to the extent that this is necessary for the fulfilment of its role. The following data is recorded: 1. User details (names and addresses, date of birth, gender, user number and, where applicable, enrolment number, date of admission, expiry of entitlement, change date, user status and type), 2. usage data (lending date, loan period end, date of loan extensions, return date, reservations and orders with date, date of origin and amount of fees, indemnifications and costs, restriction note, number of current reminders, suspension)

(2) The usage data is deleted as soon as the item concerned has been returned, as well as, where applicable, the outstanding fees, expenses, charges etc. have been paid and the reimbursement owing has been paid. Restriction notes are deleted as soon as the underlying obligations have been met.

(3) Entries regarding temporary suspension from use are deleted one year after the end of the suspension period.

(4) User details are deleted at the latest one year after the end of the usage relationship. If, at this time, the user has not met all of his/her obligations vis-a-vis the Library, the details are deleted immediately upon fulfilment of these obligations.

(5) With the consent of the users in accordance with § 4 para. 2 DSG-LSA, where especially valuable items are used, the deletion of details in accordance with paragraphs 2 to 4 shall be waived.

§ 6 Copyright and Personal Rights, Use of Electronic Resources

(1) When using the entire electronic infrastructure, the relevant copyright, licence-related, data protection-related and penal laws must be observed. The literature offered in electronic form is only to be used for the reader's own academic purposes. In particular, the commercial exploitation of search results, the substantial or systematic downloading of search results, articles, book chapters etc. such as, for example, whole journals or books, and the passing on of search results either in electronic or in printed form to third parties are forbidden. Violations will be sanctioned and may result in suspension from the Library.

(2) Users are obliged to respect the personal rights of third parties, to the extent that they could be affected by the use and processing of the information offered or made available by the Library, and not to contravene any of the usage restrictions set by the Library or provider.

(3) The use of the contact details published as part of the publication details or similar information such as postal addresses, telephone and fax numbers and email addresses by third parties for the transmission of information that has not expressly been requested is not permitted. We expressly reserve the right to take legal steps against the senders of so-called spam emails in the event of any infringement of this ban.

(4) Users are obliged to comply with the statutory provisions of penal law and the German Children and Young Persons Act and neither to use nor disseminate illegal information at/from the IT workstations. In particular, it is forbidden to download web sites with radical, racist, pornographic or offensive content or sites that glorify violence.

§ 7 Conduct in the Library

(1) Anyone who uses the Library must behave in such a way that the legitimate entitlements of others are not impaired and that the smooth running of the Library is not hindered. Users are obliged to respect the Library regulations. The instructions of Library staff must be followed.

(2) Outdoor clothing (e.g. coats and similar) rucksacks, bags, laptop bags and other receptacles must be stored in the lockers. The lockers must be emptied after each use of the Library.

(3) Photographs, film and sound recordings of all kinds may only be taken/made in the Library with the consent of the Library management.

(4) Silence must be maintained throughout the Library premises and any conduct likely to disturb the peace (conversations, loud discussions) must be avoided. Smoking is prohibited throughout the entire Library building. Eating and drinking are only permitted in the cafeteria area. It is not permitted to bring food or drink into the working areas of the Library (exception: water in clear plastic bottles). Animals may not be brought into the Library.

(5) In the interests of all users, the Library strives to maintain a calm atmosphere in which it is possible to concentrate and work undisturbed. Users are forbidden to use the telephone throughout the public areas of the Library (including the carrels) (i.e. mobiles). Devices that produce an acoustic signal upon receipt of messages or an incoming call must be turned off or switched to silent mode in the Library. Repeated infringements of this provision may result in suspension from the Library in accordance with § 4 paragraph 10 of the User Regulations.

(6) Mobile computers (e.g. laptops, notebooks, tablet pc's etc.) may be brought into the Library without bags. The use of other devices is not permitted.

§ 8 Duty of Care and Liability for Damage

(1) Library property must be handled with care. Thefts, the entering of notes of all kinds, tracing, removal of pages and other changes to the information resources, including electronic ones, are forbidden.

(2) Anyone using the Library must check the condition and completeness of any item upon receipt and immediately report any damage and missing accompaniments to the Library staff.

(3) Anyone who loses or damages an item or damages other equipment or objects belonging to the Library shall be liable for such thefts, losses, damage and destruction of all items, devices and equipment used by him/her. Users must compensate the Library in accordance with §§ 249 et seq. of the German Civil Code (BGB). The Library shall determine the type of compensation. In particular, it may demand that the user restore the item to its previous condition, it may procure a replacement copy, another equivalent item or a reproduction at the user's cost, or stipulate the payment of an appropriate amount of compensation.

The Library is entitled to determine the resultant damages payable by the user, especially the costs for the replacement of information resources, by means of an official assessment. This also applies for the entitlement to damages of the Library in the event of improper use of the Library ID in accordance with § 4 para. 8. In addition, an administration fee will be levied in accordance with the applicable scale of charges.

(4) For losses incurred by the Library through improper use of the user ID or through a failure of notification in accordance with § 4 (8), the person registered on the user ID shall be liable.

(5) To the extent that the conduct of a user when using the Library constitutes a criminal offence, the President shall decide in consultation with the Library management upon the filing of a criminal report.

§ 9 Checks, Lost Property, House Rules

(1) All books, newspapers, work equipment, laptops etc. brought by the user must be shown to the security or on-duty Library staff on request so that they are clearly identifiable. The Library is entitled to check the content of folders and other receptacles brought onto the premises by users.

(2) An official identity card and user ID must be furnished to Library staff on demand.

(3) Objects found in the Library or not cleared from the lockers in due time shall be treated in accordance with § 978 of the German Civil Code (BGB).

(4) The Library management has the power to enforce house rules. On-site, on-duty Library staff are tasked with administering the house rules. During late or special opening times, the security staff or on-duty Library staff are tasked with administering the house rules.

§ 10 Copying

(1) The copying of items used on the premises and from the Library collections is only permitted using the equipment made available for the purpose in the Library. The copying of those items lent for use outside of the Library from its own collections or those of other libraries is permitted using other equipment, provided that it can be ensured that the items will not be damaged. The user alone is responsible for complying with copyright and the personal rights and other rights of third parties when using these copies.

(2) Copies from manuscripts and other special collections as well as older, valuable items or those items in particular need of care may only be made by the Library or with its consent. The Library shall determine the type of reproduction. For reasons of conservation, it may refuse to authorise or restrict the making of copies.

(3) If the Library itself produces the copy, then it shall remain the owner of the rights deriving from it; the original copies remain in its possession.

(4) Reproductions for commercial purposes (e.g. reprints, facsimile editions, postcards) or in large quantities require a special agreement, in which the consideration payable shall also be determined. The right of reproduction and use may not be transferred to third parties without the consent of the Library.

(5) The borrowing of items for exhibitions or their use for the taking of photographs or for film / television recordings requires a special agreement.

§ 11 Opening Hours

The regular opening hours of the Library plus additional special opening hours are stipulated by the Library management and announced by posted notices and publication on the Library's website. The Library may be temporarily closed for compelling reasons.

§ 12 Fees and Costs, Charges, Deposits

(1) The general use of the Library is free of charge.

(2) For the utilisation of individual services provided by the Library or the services of third parties offered by it, special services and the payment of costs (inter-library lending charges), usage fees and costs may be charged, whilst administrative fees may be charged for the execution of official acts.

(3) The charging of fees and costs is in line with the pertinent cost-related provisions of the state of Saxony-Anhalt and the General Scale of Charges of Otto von Guericke University as applicable.

(4) The ordering of copies and reproductions, the use of research and other services and the use of special Library facilities requires the user to pay costs and fees. The regulations governing costs and fees are published on notices and on the library website.

(5) The Library requires the payment of fees to be agreed on a case by case basis for the commercial use of collections, and in particular for the exploitation of reproductions of manuscripts and other valuable inventories.

(6) For the provision of chip cards or keys for lockers and for the carrels and group work rooms, the Library may charge a deposit of a suitable amount. If keys or chip cards need to be replaced, the cost for this must be borne by the users.

§ 13 Library Liability, Disclaimer

(1) Otto von Guericke University shall not be liable for the loss, damage or destruction of items brought into the Library. For items that go missing from the storage facilities provided, Otto von Guericke University shall only be liable in verifiable cases of wilful intent or gross negligence on its part; no liability can be accepted for money or valuables.

(2) Otto von Guericke University shall not be liable for damage incurred due to Library services being carried out incorrectly or incompletely, or that are not carried out or are carried out late. The same applies to damage incurred through the use of data storage devices, databases or electronic networks. Otto von Guericke University shall not be liable for damage incurred through the misuse of third-party data due to inadequate data protection on the internet.

(3) The Library accepts no responsibility for the currentness, correctness, completeness or quality of the information provided and the content of online offerings. Claims for liability against the Library that relate to damage of a material or immaterial nature that was caused by the use or non-use of the information provided or through the use of erroneous or incomplete information, are explicitly excluded, in so far as no demonstrably wilful or grossly negligent blame exists on the part of the Library. The Library expressly reserves the right to alter, supplement, delete or temporarily or definitively cease the publication of parts of the websites or the entire offering without separate notification.

(4) Liability is excluded in the case of direct or indirect links to external websites (hyperlinks) that lie outside of the area of responsibility of the Library. The Library hereby expressly states that at the time of the insertion of any links, no illegal content was evident on the linked pages. The Library has no influence on the current or future

shape, content or authorship of linked pages. For this reason, it hereby distances itself expressly from all content of all linked pages that were changed following the insertion of any links. This statement applies to all links inserted within the Library's own internet offering, to whose content external write access is possible. For illegal, erroneous or incomplete content and especially for damage arising from the use or non-use of information offered of this kind, only the provider of the site to which a link is posted is liable, not the entity who solely refers to the respective publication via links.

(5) The Library shall not be liable for the consequences of infringements of copyright by users of the electronic workstations. The same applies to contractual obligations between users and internet service providers.

Section III - Use on Library Premises

§ 14 General

(1) Upon using the Library facilities and services, users commit to adhering to the corresponding provisions in the User Regulations.

(2) Access to the Library may be made dependent upon the submission of a valid user ID.

§ 15 Use of Technical Equipment

(1) Within the realms of possibility, the Library provides devices for use of information carriers (e.g. workstations for the visually impaired, reader printers, microfilm print device).

(2) Faults identified before and during use must be reported to Library staff immediately.

(3) The Library shall not be liable for losses and their consequences in accordance with § 13 of the User Regulations. The Library excludes any liability for the securing of usage data and faulty software installations.

(4) Users provide their identity with a valid, non-transferable user ID and password.

(5) Use is subject to the proviso of employment-related, scientific or study-related purposes. It may be regulated where necessary. Any non library-related or commercial use of the IT equipment, including internet access, is forbidden. Non library-related use is any use that obstructs the work and remit of the library, contravenes the law or is contrary to good conduct. Basic knowledge in dealing with hardware and application programmes is a prerequisite.

(6) Users are liable for damage caused by manipulation or other illicit use of the equipment and media in the Library. It is forbidden to make changes to system settings, network configurations and the software. Instructions regarding the use of equipment, databases and internet services must be adhered to.

The Library management may enact separate regulations regarding this.

(7) Users must bear the costs for repairing damage incurred as a result of their use of equipment and media belonging to the Library. Should users pass on their personal access details to third parties, they shall be responsible for the cost of repairing any damage or loss incurred.

§ 16 Use in the Open Stacks / Reading Areas

(1) All items positioned and exhibited in the open stack areas of the Library may be used in situ. Reference items (e.g. journals, course reserve collections, items from special collections) must generally only be used in the reading areas.

(2) Reading desks may not be preallocated. When leaving the reading area, users must clear the desk they were using if a permanent workstation cannot be assigned there. Otherwise, unoccupied desks where items have been left may be cleared and reissued by Library staff.

(3) Items from the reference collection must be returned to their location after use or left in the appointed place. If, for safety reasons, collections are kept at the relevant information counter, they will be issued there against the depositing of an ID.

(4) Items kept in the depository and items belonging to other libraries may be ordered for use in the open stack / reading areas or for loan. Literature that may be borrowed must be taken to the lending counter in reception and returned there again afterwards. If items that are provided for use in the open stack / reading areas of the Library are not used for more than 10 days, the Library may make alternative arrangements for their use.

§ 17 Use of Special Work Stations

(1) For the use of special work stations (carrels, group rooms, event and consulting rooms, multimedia work stations and similar) the User Regulations apply accordingly.

(2) Carrels are allocated for the completion of academic theses. Academic theses include: Bachelor's and Master's theses, diploma theses, dissertations, Magister theses and doctoral theses assigned by the faculties and institutes of Otto von Guericke University (written proof required).

(3) The use of a carrel is governed by a written agreement. Carrels are allocated for a maximum period of one month. In justified cases, their use may be extended, provided that the extension is applied for prior to expiry of the period and the carrel has not already been reserved by another Library user. Use of the carrel is only for the person authorised to do so in the agreement. If a carrel is unused for more than three working days without explanation, the Library may clear the carrel.

(4) Vacant carrels are allocated daily to users with valid Library ID.

(5) Items from the Library collections may only be kept in a carrel if they have been loaned out against a personal user ID. Non-loanable items (reference collections, course reserve collections or journals) must be returned daily to their location in the open stack.

(6) Users are responsible for the room rented by them for the duration of the rental agreement. The general conditions of use of the Library also apply to the carrels (especially § 7, §8 para. 1). Library personnel must be notified immediately of any defects, damage or functional impairments.

(7) Before leaving a carrel, the windows must be closed. No liability is accepted for objects locked in the room.

(8) Library staff members are entitled to check compliance with the terms of use - including in the absence of users.

(9) Any infringement of the agreement recognised by the user's signature may result in the carrel being cleared and the user agreement being terminated.

(10) Group work rooms for student work groups (min. 3 people) can usually be made available for up to 4 hours per day. If, once a reservation has been made, the key is not collected within 15 minutes of the agreed time, the room may be reallocated. At the end of the agreed usage period, the key must be returned to a Library employee unprompted.

§ 18 Access to the Book Depository

Access to the closed depository rooms is not permitted.

§ 19 Use of Manuscripts and other Special Collections

(1) Manuscripts and other valuable items (special collections) may only be used if the purpose of use is stated and only in the rooms provided by the Library for their perusal. The safety regulations necessary for the preservation of these collections must be adhered to.

(2) The Library may exclude contemporary manuscripts and autographs, and in particular the unpublished archives of late scholars (Nachlasse), from use for an appropriate period of time in order to protect personal rights.

(3) Texts and images from manuscripts and autographs belonging to the Library may only be published with the consent of the Library. The same applies to publications from rare prints and portrait collections. In the event of publication, users are responsible for compliance with copyright law. Even after granting authority to publish, the Library reserves the right to publish the texts and images concerned, or to grant the right of publication to third parties.

(4) A specimen copy of any publication from and about manuscripts and autographs belonging to the Library must be supplied to the Library - unprompted and free of charge - immediately following its publication. The same also applies at the request of the Library for publications from or about rare prints. The University reserves the right to institute special rules in individual cases. The provisions of copyright law remain unaffected.

Section IV - Lending

§ 20 General Lending Conditions

(1) The items available in the Library may be loaned for use outside of the Library. Excluded from this are the following:

1. reference collections in the open stack areas (e.g. course reserve collections) and the offices
2. manuscripts and autographs,
3. items of particular value, especially those over 100 years of age,
4. anthologies and loose-leaf editions labelled as part of the reference collection,
5. maps, atlases,
6. journals, newspapers, unbound items,
7. typewritten dissertations,
8. microforms,
9. information media that are needed for library-oriented purposes,
10. collections in special locations,
11. items that are unsuitable for lending due to their physical condition,

(2) The University management may, for work-related reasons (auditing, cataloguing work etc.), in the case of necessary bookbinding work, in connection with exhibitions and other events, withdraw additional items from lending or restrict their lending. It may, in particular, prevent individual items or literature groups from being loaned for a limited period of time, or, if loaned out, recall them.

(3) The issuing of items for which demand is high may be limited to the reading areas.

(4) The Library is entitled to limit the number of individual orders and the number of volumes loaned simultaneously.

(5) In the case of items for which unlimited use is not suitable and which are marked accordingly, lending is dependent on the ability to prove an academic or professional purpose.

(6) The loan process is complete once the loan is booked to the system. The user is liable for the item from this point onwards until it is returned, even if no blame can be proven to be attached to him or her in case of damage or loss.

(7) Ordered and reserved items are not generally held for longer than 10 days.

(8) The Library is authorised - but not obliged - to issue the items to any person who submits the corresponding user ID.

(9) Loaned items may not be passed on to third parties.

(10) Loaned items may only be taken abroad with the consent of the Library. (11) Information about who has loaned an item is not given out to others.

§ 21 Lending Procedure in the Case of Electronic Booking

(1) Items are lent against the furnishing of a user ID at the lending counter or the self-service stations in the library. The electronic recording of the lending procedure is deemed to be evidence of the loaning out of the item.

(2) For certain procedures, independent use is authorised for a user's personal account in accordance with § 6 para. 2 DSG-LSA. This applies to:

1. orders,
2. lending period extensions,
3. reservations,
4. overview of the lending and cost account,
5. loan bookings (self-service bookings)
6. password changes.

(3) To login to a user's personal account, their user number and password must be entered; users are liable for misuse. A forgotten password can be replaced for a charge.

§ 22 Lending Procedure in the Case of Conventional Booking

(1) For every item desired, a borrower's ticket must be completed legibly and in full, and handed in.

(2) Every borrower's ticket must carry the signature of the borrower or their authorised representative. Orders by legal entities, authorities and companies must have the official / company stamp appended to them. Legal entities, authorities and companies must show that they are entitled to borrow from the Library. The Library requires proof of authority to sign and the filing of sample signatures of authorised signatories.

§ 23 Conventional Booking from Depository Collections

- (1) For orders, the location number (shelf mark) or notation of the desired item must be provided.
- (2) If an ordered work is not available, is loaned out or cannot be loaned, the order form will be returned at the lending counter with a corresponding note.
- (3) In the case of journals, the order form will be processed by the information counter indicated on the order and retained there for the user's information (not available or similar).

§ 24 Lending Periods, Extensions, Recalls

- (1) The lending period is 28 calendar days. The Library may set another period in accordance with the requirements of the service.
- (2) Users may undertake an extension electronically, by extending the loan period under the "loaned items" point in their user account.
- (3) The lending period can be extended by written, verbal, electronic or telephone application, provided that the item is not required by someone else and the obligations towards the library have been met. Applications for lending period extensions must be made before the lending period expires. In accordance with the requirements of the service, lending extensions may be refused.
- (4) The Library limits the number of loan extensions to five. An extension over the validity period of the user's admission for use is not permitted.
- (5) The library may recall an item before the end of the lending period if it is needed for work-related purposes. It may also require a general return of all items for the purposes of an audit.
- (6) In the case of the borrowing of items that are needed over the longer term for research purposes, the Library may - without a special application - extend the lending period several times if there are no other reservations for the item.

§ 25 Returns

- (1) Items must be returned to the Library from which they were borrowed by the end of the lending period at the latest.
- (2) Users must ensure that even when they are not personally able to do so (e.g. longer-term stay abroad etc.), borrowed items must be returned in due time.
- (3) If a third party is entrusted with returning the item(s), the user is obliged to immediately check that the item(s) has/have been properly returned and to report any possible errors.

§ 26 Reminders

(1) Anyone exceeding the lending period without having applied for an extension in due time will be issued with a reminder with a deadline for the return of the item(s). If this reminder is not heeded in due time, then a second reminder will be issued. If the return deadline contained within it is not adhered to, then a third reminder will be issued with a deadline of 14 days. The library shall at the same time advise of the legal consequences in the event of failure to comply with the deadline (para. 4). If an email address is on record, the library is entitled to process the necessary correspondence by email.

(2) Return reminders are considered to have been served three days after having been delivered to the post office. They shall also be deemed to have been served if they were sent to the last notified address and are returned as undeliverable. Email reminders are considered to have been served immediately.

(3) If users do not comply with the return request or do not pay any charges owing, the library may cease lending additional items to them and refuse to extend lending periods.

(4) If, upon the third reminder, the borrowed item is not returned within 14 days, then the library may procure a replacement or demand compensation and instigate means of administrative compulsion.

§ 27 Reservations

(1) Lent items may be reserved for borrowing.

(2) The library may limit the number of reservations for the same item (copy) and the number of reservations per person.

Section V - Inter-Library Loans

§ 28 Inter-Library Loans - Incoming

(1) Items that are required for academic purposes and that are not available on site, may be ordered by the Library from an external library via the German and international inter-library lending system. The loan will be in accordance with the provisions of the currently applicable inter-library lending regulations, international agreements and the special conditions of the issuing library. In the case of items borrowed through the international loan system, all expenses must be paid by the orderer.

(2) Inter-library orders and associated applications must be directed via the mediating library. For the use of items procured via the inter-library lending system, the special conditions of the issuing library apply, and also the provisions of these User Regulations. Applications for lending period extensions are generally not possible.

§ 29 Inter-Library Loans - Outgoing

The Library makes its collections available in accordance with the provisions of the currently applicable inter-library lending regulations regarding outgoing inter-library lending. It may exclude certain information media from external lending.

Section VI - Other Provisions

§ 30 Suspension

(1) If a user seriously or repeatedly infringes the provisions of the User Regulations or if, otherwise, due to the advent of special circumstance the continuation of a usage relationship becomes unreasonable, then the Library may temporarily, permanently or partly exclude him or her from use of the Library. All obligations arising from the usage relationship shall remain in force after this suspension.

(2) In the case of criminal infringements, the Library is entitled, having notified the user, to report the suspension and the reason(s) for it to other libraries. The Library reserves the right to bring a criminal prosecution.

§ 31 Commencement, Expiration

These User Regulations shall enter into force on the day after they are published in the official announcements of Otto von Guericke University Magdeburg. At the same time, the Library Regulations dated 20.04.2004 shall expire.

Prof. Dr.-Ing. habil. Dr. hc. Jens Strackeljahn
President