

Guidelines for the use of the library **(English Version)**

Latest update: 04/2019

1. General

- (1) The library is a part of the fixtures-and-fittings of the university facilities.
- (2) The library's stock has been catalogued officially in the Südwestdeutschen Katalogverbund (SWB) since 1993. In addition, one can research a complete list of all the university's media via OPAC (=Online Public Access Catalogue)
- (3) Opening times are displayed on the notice boards.

2. Use of the Library

- (1) Only **members** of the university are allowed to borrow media.
- (2) Use of the library is free. The charging of fines is regulated by the "Ministry of Science Decree for the levying of library fines" (BiblGebVO).
- (3) Any exceptions to this rule will be decided upon by library staff with agreement from the Rector.
- (4) The reference section of the library is open to the public.
- (5) The use of the library's computers is reserved only for members of the university.

3. Registration / User Card

- (1) The Hochschul-Card works also as Library-Card. It offers each owner access to their personal library account and is valid for the duration of enrolment at the university. A valid Hochschul-Card is necessary to borrow media. User accounts must be validated at the beginning of each semester. Members of the Hochschul-GmbH are only allowed for presence using.
- (2) You should inform the registration office of any change of name and/or address immediately.

4. Borrowing / renewal

- (1) The borrowing term for books, sheet-music and periodicals is **56 days**. The borrowing period can be renewed up to as many as 3 times by the user – as long as media have not otherwise been pre-ordered by another user.
- (2) All materials marked as reference media ("*Präsenzbestand*") are not available for borrowing: the library will, however, lend such media for short periods for copying etc. This also applies to scripts and books from the *Seminarapparten* (Seminar course books). (Exception: books from the stockroom)
- (3) It is possible to both renew and pre-order books via the **internet** (→ **Bibliothekskatalog** → Mein Konto → library number B00xxxx and birth date: DDMMYYYY) **or E-mail** by using your name and student card identification number.
- (4) The borrowing term for DVDs, reference CDs and open Access CDs is **14 days**. This period **can** be renewed **1 time**. LPs are not available for borrowing.
- (5) Other Audio-Visual media (LP; CD-ROM) are available at the counter for use in the AV-media booths on the next floor.

5. Conduct whilst in the library, exclusion of service

- (1) The instructions of library staff have to be adhered to at all times. In cases of repeated and/or gross violations of library rules the management have the right to refuse service temporarily or permanently.
- (2) Whilst using the library all bags and folders have to be secured in the lockers provided. The library accepts no responsibility for coats, jackets and any items of value.
- (3) Every user is responsible for the security of their work/documents; this applies especially when leaving his/her workplace – even if only for a short time.
- (4) The hanging of posters and the distribution of information materials is the responsibility of the library.
- (5) Smoking, mobile-phones and pets are prohibited in all rooms of the library. Eating and Drinking is strictly limited to the yellow tables at our Lesecafé on the 9th floor.

6. Handling of Media, Liability

- (1) All sheet-music, books, audio-visual media, periodicals, materials produced by the library, apparatus and hard-and-software are of course to be treated with care by all users. Lost or damaged media have to be replaced; if an item cannot be replaced, then according to paragraph 9 of the (BiblGebVO) a fee of 16 Euros is to be charged. The user responsible for the loss or damage may be refused service until such time as the item can be replaced.
- (2) The user is liable for all damages arising from incorrect use of all equipment and media.

7. Fees / Fines

- (1) There are no fees for the use of the library.
- (2) In the case of borrowing time being exceeded then a cumulative fee will be charged pro Item as follows:

1 st Reminder	1.50 Euro
2 nd Reminder	3.00 Euro
3 rd Reminder	6.50 Euro
4 th Reminder	6.50 Euro
- (3) Photocopy fees (DIN A4 : 5 Cents, DIN A3: 10 Cents) Data on Microfilm of old stock can be ordered via the Württembergische Landesbibliothek at a fee, please ask at the counter for more details.
- (4) To use the photocopiers you have to charge your Hochschul-Card with money using the terminals found in the Mensa on floor No. 6. The copiers can be found outside of the library on floors 6-8.
- (5) All accumulated fines must be paid **via Hochschul-Card** at the library counter.
- (6) The use of the Scanner is free. All that is required is a USB-Stick formatted for Windows.

8. Miscellaneous

- (1) Transferring library media to third parties is prohibited.
- (2) In the case of *reversgebundenen Materialien* (sheet music which has been rented from a publisher) the same regulations as per the lending of all other library goods applies. The user is liable for any damage or loss.