



# Rules and Regulations for the Use of the University of Applied Sciences Library

## § 1 General information

All staff members and students of the University of Applied Sciences for Intercultural Theology Hermannsburg (FIT) and of the Evangelical Lutheran Mission in Lower Saxony (ELM) as well as other authorised persons (hereafter named the user) are welcome to use the library.

The library offers the following services:

- (1) on-premises use of various material
- (2) borrowing of material, that is not intended for exclusive on-premises use
- (3) informative and advisory assistance to the user
- (4) use of the interlibrary loan system to obtain material not available in the library
- (5) PC working spaces for academic study and research
- (6) free access to wireless LAN

## § 2 Use of the library

- (1) The library may be used free of charge.
- (2) Introductory tours of the library are scheduled for the beginning of each semester. Students wishing to use the library facilities have to attend an introductory tour of the library and have to accept in writing these rules and regulations.
- (3) ELM staff members are entitled to use the facilities and automatically accept these rules and regulations upon use.
- (4) Other persons can be registered formally as users, if in possession of valid ID and once these rules and regulations have been accepted in writing.
- (5) The librarian decides who may use the facilities – no-one is automatically entitled to use the library.

## § 3 Borrowing

- (1) The library has reference collections and material, which may be borrowed – the material is marked accordingly. Lecture books, lecture reference material and any books published before 1900, may only be used in the reading room. The librarian decides whether a book can be borrowed or not.
- (2) The loan period is normally 4 weeks; the librarian can however decide that a specific book or books can only be issued for a shorter loan period.
- (3) Staff members and research assistants may borrow material for a whole semester.
- (4) The loan period can be extended, if the material is not reserved for another user.
- (5) The library has the right to electronically save the personal details of the user for in-house purposes. The user automatically agrees to this when borrowing books. The librarian must be informed immediately about changes to user data, particularly any changes to name and/or address.

- (6) The user can be barred temporarily or permanently from using the library facilities, if the library rules are disregarded.
- (7) In exceptional cases the library can order a book back before the end of the loan period.
- (8) The user is responsible for ensuring that borrowed library property is returned on time.

#### **§ 4 Interlibrary loans**

- (1) FIT and ELM members may make use of the interlibrary loan system free of charge. Other library users will be charged; the user will be sent a bill for all costs incurred.
- (2) Material that is not available in the university library in Hermannsburg can be borrowed from other libraries.
- (3) Material borrowed using the interlibrary loan system is subject to the rules and regulations of the German Interlibrary Loan System.
- (4) The library has the right to order borrowed material back before the end of the interlibrary loan period.
- (5) Applications for interlibrary loan period extensions have to be handed in no later than 3 days before the interlibrary loan period expires.

#### **§ 5 Use of the PC working spaces and wireless LAN**

- (1) The user agrees to adhere to the regulations of the Criminal and Juvenile Protection Law and observe copyright regulations. The computers may not be used to distribute illegal information and illegal programmes may not be downloaded.
- (2) The user is not allowed to manipulate any library data, library programmes or those of a third person.
- (3) To guarantee the management of an effective library system, the user is not allowed to:
  - make any changes to the working spaces,
  - attempt to repair technical malfunctions him/herself or
  - install any programmes.

#### **§ 6 User obligation and liability**

- (1) It is the user's responsibility to ensure that no library material is marked or damaged in any way. The user may not write in or mark books or magazines, doing so is vandalism. Any damage to library material is to be reported to the librarian immediately.
- (2) The user may not pass borrowed library material on to another person.
- (3) The user is obliged to observe copyright regulations.
- (4) The user is to be quiet in the library.
- (5) To ensure an environment conducive to study in the library, the user may not speak loudly (on mobiles, skype etc) and may not smoke, eat or drink in the library. Only water in spill-proof containers may be taken into the library.
- (6) The user will be held responsible for any loss or damage to library material in his/her charge and will have to pay, within a reasonable period, the full cost for replacement copies.

## **§ 7 Library disclaimer**

- (1) The library is not liable for any damages that result from the use of library material.
- (2) Personal possessions brought into the library remain the responsibility of the owner.
- (3) The library provides information but cannot guarantee it is correct or complete.
- (4) The library is not liable for damages resulting from wrong, incomplete, failed or delayed services.

## **§ 8 Domiciliary rights**

The librarian is authorized to forbid entrance to the library and to issue instructions with regard to the use of the library.

## **§ 9 Reminders**

Written reminders will be issued, if and when the loan period is not observed.

## **§ 10 Withdrawal of access to services**

In exceptional circumstances and whenever deemed necessary, a user can be barred from the use of the library, in particular if the user seriously or repeatedly breaches the library rules. All user obligations are still valid, even after a user has been barred. A formal written objection to the withdrawal of access can be lodged within a month to the Principal of the FIT.

## **§ 11 Co-applicable rules and regulations**

The current FIT House Rules also apply in the library.

## **§ 12 Validity**

These examination regulations shall come into force with immediate effect after approval by the Evangelical Lutheran Mission in Lower Saxony (ELM) as the responsible body of the University.

Hermannsburg, the 16.02.2016

Prof. Dr. Dr. Frieder Ludwig

Principal