



FH Salzburg

## LIBRARY REGULATIONS

### Library Wolfgang Gmachi Campus Urstein & Library Campus Kuchl

#### **§ 1 Scope of application**

These guidelines are part of the house rules and apply to all users of the libraries. By visiting the libraries, the library regulations are recognized. A notice is displayed in the respective library.

An integral part of the library regulations is the "Information on borrowing media", which is available on the homepage and in the respective library.

#### **§ 2 General information on copyright and making copies**

Media protected by copyright may only be reproduced by users for their own use within the framework of the statutory provisions.

Pursuant to Section 42 (6) UrhG, schools, universities and other educational institutions may make and distribute copies in the number required for a specific school class or course (reproduction for own school use) for the purposes of teaching or teaching to the extent justified by this; this also applies to sheet music. This includes, for example, the scanning of articles from magazines or the digitization of image or sound material.

However, this authorization does not apply to works that are specifically designed for study or for use in teaching, either by virtue of their designation or their nature. It is therefore illegal to scan textbooks, textbooks and scripts in their entirety and make them available to students.

Users must observe the provisions of copyright and personal rights law. Users shall indemnify and hold harmless Salzburg University of Applied Sciences GmbH in this respect.

#### **§ 3 General information on lending**

The libraries of the Salzburg University of Applied Sciences GmbH are both open access libraries and lending libraries and offer information as multimedia centers.

The media in the libraries are the property of Salzburg University of Applied Sciences GmbH.

## **§ 4 Electronic media**

Students and employees (including external lecturers) of the Salzburg University of Applied Sciences can access the electronic media (databases, e-books, e-journals) via remote access via VPN (after authentication as a member of the UAS) both on and off campus. Other registered users (graduates of the UAS, students of the University of Salzburg, students of the Holztechnikum Kuchl) can access the electronic media in the library on site.

Electronic media can only be accessed to the extent permitted by the producer of the respective information source. All electronic media and databases may only be used for personal, academic training or research purposes. Commercial use or the passing on of content to third parties is not permitted. By using the electronic media, the user accepts the usage guidelines of the respective database provider.

Furthermore, data from electronic information sources may only be used, printed or saved for personal use, for teaching or research purposes, if so specified by the manufacturer, and systematic printing or saving of articles, complete booklets or complete books is prohibited (see § 2 General information on copyright and making copies).

Pursuant to Section 42g UrhG, it is permissible for teaching purposes, i.e. within the scope of the curriculum/lesson plan, to make published works partially publicly available to participants, for example on electronic storage media, the intranet or via e-mail. The provision of published works for teaching and learning on a platform such as Moodle, which is only accessible to a certain group of people, is therefore expressly permitted if this is necessary for the purpose. However, care must be taken to ensure that the content is only available to students of the respective course.

Fachhochschule Salzburg GmbH accepts no liability for the completeness, accuracy and currency of the data provided in the electronic information sources. Fachhochschule Salzburg GmbH is also not liable for damages caused by temporary interruptions or failures of access to these information sources.

## **§ 5 Data protection**

The following personal data is processed automatically for the purpose of library administration:

First name; surname; home address; e-mail address (of Salzburg University of Applied Sciences GmbH); list of currently and previously borrowed media (title, author, due date, library location, status (renewable/non-renewable); ordered media; fees incurred due to late return with book title, author, fee date, payment status; blocks and messages; validity of user card from/to. The deletion of the aforementioned personal data takes place in compliance with the statutory retention obligations in coordination with our IT department (data imports (deletions)) after the end of the study program. This does not apply to personal data that is required for contact purposes due to media still on loan after the end of the study program. This includes, among other things, the e-mail addresses provided by users. These are processed by the responsible office at Salzburg University of Applied Sciences GmbH until the media are returned or replaced. As soon as the purpose has been achieved, the data will also be deleted in compliance with the statutory retention obligations.

Graduates of the Salzburg University of Applied Sciences can apply for a new registration as users with the consequence of the automated processing of the above-mentioned data categories until revoked. This consent to data processing can be revoked in writing at any time (e.g. by e-mail to the library). It should be noted that in the event of a cancellation, media can no longer be borrowed and the viewing of media is restricted to the library premises. Withdrawal of consent has no effect on the legality of the data processing carried out up to that point.

Furthermore, you have the right to information, correction, deletion, restriction of processing, objection and data portability.

For general queries and concerns about data protection, please contact the data protection officer at Salzburg University of Applied Sciences using the following contact details: Urstein Süd 1, 5412 Puch/Salzburg, Tel: +43-(0)50-2211-0, e-mail: [datenschutz@fh-salzburg.ac.at](mailto:datenschutz@fh-salzburg.ac.at).

You also have the right to submit a complaint against data processing with the Austrian Data Protection Authority (Barichgasse 40-42, 1030 Vienna, phone: +43 1 52 152-0, e-mail: [dsb@dsb.gv.at](mailto:dsb@dsb.gv.at)).

## **§ 6 Opening hours**

Opening hours of the Wolfgang Gmachi Campus Urstein Library during the academic year:

Monday to Friday from 09:00 - 19:00

Saturday from 09:00 - 13:00

Opening hours of the Kuchl Campus library during the academic year:

Monday to Friday from 08:00 - 12:00 and from 13:00 - 18:00

Saturday from 09:00 - 13:00

Any deviations from these opening hours will be announced on the website, on the intranet and on notice boards.

## **§ 7 Access to the libraries and lending regulations**

The libraries of the Salzburg University of Applied Sciences are open to the public and the media can be viewed by everyone, including research in the databases. Borrowing media is possible for all persons belonging to the university community. The university community includes employees (including external lecturers), students and graduates of the Salzburg University of Applied Sciences as well as students of the University of Salzburg and pupils of the HTL-Holztechnikum Kuchl.

Master's and diploma theses and media labelled as reference copies are generally excluded from borrowing.

The loan periods and quantities depend on the loan conditions of the different user groups. Details are given in the document "Information on borrowing media" (published on the website, on the intranet and in the library).

Borrowing media is free of charge and can be done with a student ID card, a pupil card, an employee card or with the library card issued. The specified due dates must be adhered to. Borrowed media may not be passed on to third parties. All borrowed media must be returned immediately before the end of studies or before leaving the university or before the end of school attendance at the HTL-Holztechnikum Kuchl. In the event of non-return, the borrowed media will be charged.

### **§ 8 Extensions of due dates and reservations of media**

Loan due dates can be extended independently via the user's library account before the due date has expired, unless the item has been reserved.

Reservations can be made via the library catalogue. You will be notified of the availability of the item by email and the reserved item will be made available in the library for one week.

The details (number of possible reservations, maximum due date, etc.) can be found in the "Information on borrowing media".

### **§ 9 Fees for late return**

Overdue fees and reminder fees will be charged if the due date is exceeded. The amount of the fees is stated in the document "Information on borrowing media". If media are not returned on time or due fees are not paid, no further borrowing of media and no extension of deadlines is possible. Further borrowing is blocked, when there is an outstanding fee of € 10.00 or more.

### **§ 10 Loss/damage of media**

The value of lost or damaged books or digital media must be replaced. Entries and underlining in books are prohibited and are considered damage. Damage will result in the user having to purchase a replacement or pay for the damage incurred. The condition of a medium must be checked before it is borrowed and any damage must be reported to the library staff.

Users must use the media carefully and as intended. The user bears the risk of loss and damage until the media is returned.

## **§ 11 Behavior in the library and exclusion of liability**

The library is first and foremost a reading room. Therefore, care must be taken to ensure a suitable working atmosphere (avoidance of unnecessary noise and all disturbances). The instructions of library staff must be followed.

Books taken from the shelves must be returned to their original place if they are not being borrowed.

Bags and backpacks may be taken to the reading areas. The library is not liable for the loss of or damage to items and valuables brought into the library. The consumption of food and drink is prohibited without exception. The workstations must be left in the condition in which they were found.

## **§ 12 Violation of the library regulations**

In the event of an offence against these library regulations, a warning will be issued. In the event of gross violations of these library regulations, the right of use or borrowing authorization may be withdrawn after a single warning.