LIBRARY REGULATIONS

**Kuchl campus library**

**Section 1 Scope**

These guidelines are part of the rules and regulations and apply to all library readers. The library regulations are accepted upon entering the library. The regulations are available in the library's entrance area.

The Information on the borrowing of media, which can be downloaded on the homepage and is also available in the library entrance area, forms an integral part of the library regulations.

**Section 1a General copyright law information**

Copyright-protected media may only be copied by readers within the scope of the legal conditions for personal use. The reader is responsible for observing copyright and privacy provisions.

The readers shall indemnify Fachhochschule Salzburg GmbH (Salzburg University of Applied Sciences (non-profit) private limited company) and hold them harmless in this regard.

**Section 2 General information on using library collections**

The Kuchl Library of Fachhochschule Salzburg GmbH is both an open access library and a lending library, and also provides information in electronic format as a multi-media centre.

The library media is the property of Fachhochschule Salzburg GmbH.

**Section 3 Electronic media**

(1) Electronic media (databases, e-books, e-journals) are available for viewing to registered and other readers (graduates/University of Salzburg) in the library. Readers of Fachhochschule Salzburg GmbH can access the databases anywhere within or outside of the campus via remote access (after authentication as a university member).

(2) Access to electronic media is only available to the extent permitted by the creator of the information source in question.

(3) The readers shall observe the respective contractual provisions and comply with the creator's relevant licence terms.

(4) The licence terms will be stated either by the creator when the electronic information source is accessed, on the creator's website or on the library's information pages.

(5) The readers shall observe copyright law when using the borrowed media.

(6) In addition, data from electronic information sources, if so specified by the creator, may only be used, printed or stored for personal use, for the purposes of tuition or teaching or for the purposes of research, and the systematic printing or storage of articles, entire booklets or entire books is prohibited. In accordance with section 1a General copyright law information or section 11 Making copies.

In accordance with section 42g UrhG (Austrian Copyright Act), it is also permissible to make works used for tuition purposes, i.e. as part of a curriculum/syllabus, publicly accessible to participants, for example on electronic storage media, on the Intranet or via email. Making published works available for tuition and teaching on a platform such as Moodle, which is only accessible to a specific group of people, is explicitly permitted in accordance with section 42g UrhG if this is necessary for the intended purpose. To ensure that the requirements of section 42g UrhG are sufficiently met, the content must only be accessible to students of the respective course/lecture.

(7) Fachhochschule Salzburg GmbH provides no guarantee that the data provided in the electronic information sources is complete, accurate or up-to-date. Fachhochschule Salzburg GmbH also accepts no liability for losses caused by temporary interruptions or disruptions to users' ability to access these information sources.

**Section 4 Data protection**

The readers consent to the following personal details being automatically processed for the purpose of library administration:

"forename; surname; home address; email (at Salzburg University of Applied Sciences); list of media currently on loan and previously loaned (title, author, due date, library location, status (renewable/non-renewable); ordered media; charges accrued due to late return with book title, author, date of charge, payment status; bans on borrowing and messages; validity of user ID from/to". Deletion of the listed data categories will be carried out as quickly as possible in coordination with our IT department (data entering/deletion) once the course of study is complete.

Graduates of Salzburg University of Applied Sciences can apply for a new registration as a reader, with the consequence that the data categories listed above will be automatically processed until further notice. This consent to the processing of data can be withdrawn at any time by submitting a written (including email) request to the library office. Please note that if consent is withdrawn, it will no longer be possible to borrow any further materials and the access to media will be limited to the library premises.

**Section 5 Opening times**

The opening times of the library during the academic calendar are: Monday – Friday 8:00 a.m. – 12.00 p.m. and 1:00 p.m. – 6:00 p.m., Saturday 9:00 a.m. – 1:00 p.m. Short-term variations in these opening times will be displayed on a notice.

**Section 6 Access to the library**

All persons who are members of the university community can access the library, borrow media and use the databases of Salzburg University of Applied Sciences for research purposes. The university community includes employees of Fachhochschule Salzburg GmbH, students and graduates, as well as students of the University of Salzburg.

Master theses and dissertations, as well as media labelled as reference copies, are generally excluded from the materials available for borrowing.

The lending periods and quantity limits are based on the lending conditions for the various reader groups. Details can be found in the document Information on the borrowing of media. (Available on the homepage and on the Intranet, as well as in the library office.) Borrowing media is free of charge and can be carried out with a student ID card, an employee ID card or with the issued library ID card. The agreed due dates must be adhered to. Transferring borrowed media to third parties is not permitted. All borrowed media must be returned immediately before completing the course of study or leaving the university.

**Section 7 Extending due dates and reservation of media**

Due dates for borrowed media can be extended by the reader using the library catalogue (reader's library account) before the due date, provided no one has reserved the media.

Reservations can also be made via the library catalogue. A notification that the item is ready will be sent via email and the reserved copy will be available in the library office for one week.

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

**Section 8 Charges for late returns**

Should the due date be exceeded, an overdue charge of €0.20 per day and medium will be imposed. In addition, a staggered reminder fee will be charged per reminder and medium. The reminder fee amount is specified in the document "Information on the borrowing of media". If media is not returned by the due date or due charges are not paid, it will not be possible for the reader to borrow any further media or to extend any due dates. (Lending ban in effect once the outstanding charges reach €10.00)

**Section 9 Loss of/damage to media**

Compensation must be provided for the value of lost or damaged books/digital media. Writing in books or underlining text is forbidden and considered damage. In the event of damage, the reader must procure a replacement or pay for the damage. The condition of a medium must be checked before borrowing and any visible damage must be reported to the library staff.

The readers must ensure they pack up items in a way that will avoid damage. Until the library item is returned to the library, the reader bears the risk of loss or damage.

**Section 10 Behaviour in the library and exclusion of liability**

The library is primarily a reading room. As a result, a suitable working atmosphere (avoidance of unnecessary noise and disturbances) must be ensured. Making telephone calls is not permitted within the library premises. The instructions of library staff must be followed.

Any books removed from shelves must be returned to their original places.

Bags and rucksacks may be taken into the reader areas. The library is not liable for the loss of or damage to any items or valuables brought to the library. Bringing in food or drinks is forbidden without exception. Working areas must be left in the orderly condition in which they were found.

**Section 11 Making copies**

Section 42(6) UrhG specifies that universities and universities of applied sciences **may** create and distribute copies of works in the amount "required" for a specific course for the purpose of tuition or teaching to the extent justified thereby. This includes, for example, scanning journal articles or digitising images and audio material.

However, works – books and lecture notes – which are specifically developed for study and tuition purposes in terms of their title and nature are generally **excluded** from the free use of work. Accordingly, scanning textbooks, course books and lecture notes (e.g. course book for language teaching) in their entirety and making them available to the entire year group is not permitted.

With regard to reproduction, the reader is responsible for complying with the provisions of copyright, privacy and intellectual property law. The reader shall indemnify Fachhochschule Salzburg GmbH and hold them harmless in this regard.

**Section 12 Violating the library regulations**

Violating the library regulations will result in a warning. In the event of gross negligence against these guidelines, the right of access or the right to borrow may be restricted or withdrawn following a single warning.