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## **Library Regulations of the Campus Library in Flensburg (ZHB)**

### **General Regulations**

#### **Article 1: Scope of these regulations**

These library regulations govern the terms of use of the Campus Library hereinafter known as the ZHB (Zentrale Hochschulbibliothek).

#### **Article 2: Function of the ZHB**

The ZHB is a joint central facility of the Europa-Universität Flensburg and the Flensburg University of Applied Sciences. It is a public academic library for research, teaching and studying as well as for general education and advanced professional training.

#### **Article 3: General rights and duties of library users**

- All library users are entitled to the services provided by the ZHB.
- Library users are obliged to comply with these regulations and to follow the instructions of library staff.
- Users are liable for damage to the library caused by any failure to observe these obligations.
- Users must treat all library property, whether media or furnishings, with care. In particular, markings of any kind are prohibited.
- Users must check the condition of library items upon receipt and report any damage to library staff.
- If a library item is damaged or lost during use, users must supply a fully adequate replacement within a reasonable period of time. If this fails, the ZHB shall determine the amount of compensation to be paid for replacement or reproduction.
- The library must be notified immediately of any change in address (both postal and email address).

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## Article 4: Borrowing privileges

All members of both universities in Flensburg are entitled to borrow library stock.

In addition, permission to use the ZHB may be granted to:

- members of other universities during their stay in Flensburg,
- other legal or natural persons from the region.

A valid identity card or passport is required for registration. If this identification does not indicate the holder's place of residence, an additional official document showing the address is required.

Students of both Flensburg universities must present a valid certificate of enrolment.

Students of other universities must present their identity card.

Once registration has been completed, a personal library card will be issued free of charge.

## Article 5: House regulations

- The library reserves the right to make the use of the lockers compulsory for bags and similar items.
- Smoking, eating and drinking (with the exception of water) is not permitted on the premises of the ZHB. Edibles and drinks brought along have to be placed in the lockers!
- Phones may only be used in the entrance area.
- Library users must remain suitably quiet within the library's premises.
- Library users are requested to observe the information displayed on the notice boards.

## Article 6: The library's supervision rights

Library staff is authorized to:

- request that a library card be shown,
- control items brought into the library, and
- check the content of folders, bags and other items.

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### **Article 7: Exclusion from library use**

The ZHB reserves the right to exclude users from library use - either completely, in part for certain services or areas, or for a certain period of time - if they repeatedly or severely infringe against these library regulations or if they significantly disrupt library operation. This shall not affect any obligations on the part of the user resulting from the previous use of library services.

### **Article 8: De-registration**

De-registration for students is subject to confirmation by the ZHB stating that all items on loan have been returned completely and that all claims on the part of the library have been settled.

### **Article 9: Charges and fees**

Unless otherwise specified in the fee regulations, using the ZHB is free of charge.

### **Article 10: Enforcement of the claim of restitution**

If the third overdue notice is unsuccessful, the library will issue a request to the user demanding the return of the items on loan within one week.

Upon expiry of this ultimate deadline, the ZHB will initiate the enforcement process pursuant to Sections 228 to 249 of the *Landesverwaltungsgesetz* (State of Schleswig-Holstein Administration Act).

### **Article 11: Limited Liability of the Library**

In the event of damage resulting from library use, the ZHB will only accept liability if the damage is due to wilful intent or gross negligence. There shall be no further liability.

### **Article 12: Fee Regulations and expenses**

The fee regulations may only be determined and amended by means of resolutions passed by the senates of both universities. The same applies for the determination and amendment of the opening hours of the ZHB and/or its facilities.

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## Borrowing

### Article 13: Borrowing items

A distinction is made between standard loans, short-term loans, and long-term loans.

Long-term loans are reserved for the staff of both universities; the borrowing terms are defined by the *Joint Library Committee* (Gemeinsame Bibliothekskommission).

All library users may borrow any of the library items for a standard loan period except for items from the reference collection (shelved in the reading room), course reserves and journals. With the exception of course reserves and current, unbound journal issues, these items shall only be available to users as short-term loan.

Current, unbound journal issues, newspapers and items from the course reserves are not available for borrowing.

It is prohibited to pass on borrowed items to third persons.

Users must return borrowed items in time, even if they are unable to do so personally.

For interlibrary loans the terms of use are set by the lending library.

Furthermore, the interlibrary loan code (Leihverkehrsordnung) must be complied with.

### Article 14 Loan periods

The standard loan period is four weeks.

For short-term loans the loan period is overnight or over the weekend.

Standard loans can be renewed as long as no reservation has been placed on the respective item.

Renewal will add four weeks (starting the day of the renewal) to the loan period.

Library users are requested to renew items online independently. Renewals are possible up to five times, one further renewal can be approved by the staff of the service desk.

Short-term loans cannot be renewed.

A reservation can be placed on any item that is on loan. Library users are requested to reserve items online independently. An arrival notification will be sent when the item is available for collection. Reserved items are available at the service desk over a period of ten days.

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## **Article 15: Special regulations for use**

The *Joint Library Committee* (Gemeinsame Bibliothekskommission) may define special regulations for the use of ZHB stock for staff of both universities, e.g. for long-term loans in accordance with article 13, for the reference collection, course-reserves, etc..

## **Computer workstations of the ZHB**

### **Article 16 Terms of use for the public internet access of the ZHB**

#### **a) Access rights**

Using the public internet access of the library is subject to the personal registration as a library user. Proof of age is required (minimum age: 18 years).

#### **b) General terms of use**

- Internet use is not subject to time limitations. The library may impose time limitations and make occupied workstations available to other users (primarily students and academic staff).
- In accordance with the library's education and information duties, all internet workstations are made available for scholarly purposes only. Any commercial use is not permitted.
- The ZHB is entitled to deny access to inappropriate websites.
- The period of use (from login to logout) of internet workstations is stored together with the library card number for seven days before it is deleted.
- Upon registration for the use of internet workstations, users agree to accept and observe these general terms of use. In the event of misuse or non-compliance with these regulations, the ZHB may exclude users from library services either completely or for a certain period of time.

#### **c) Compliance with legal provisions**

Users are obliged to observe and comply with the *German Penal Code* (Strafgesetzbuch), the *German Law for the Protection of the Youth* (Jugendschutzgesetz) and *German Copyright Law* (Urheberrecht) when using the public internet access.

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Using and/or distributing illegal information is prohibited. The ZHB may deny access to sites that violate the provisions of the *German Data Protection Act* (Datenschutzgesetz), the *Law for the Protection of the Youth* (Jugendschutzgesetz) and the *German Penal Code* (Strafgesetzbuch). In the event of violations, the ZHB may, within applicable technical and legal boundaries, make use of access logfiles as evidence.

#### **d) Technical terms of use**

- It is prohibited to make changes to the system and network configurations. Users are not authorized to rectify technical malfunctions. In the event of damage, the library reserves its right to claim compensation and to take legal action.
- It is not permitted to install software on the computer workstations from personal data storage devices or from the internet.
- Personal data storage devices must be checked against viruses and other malware before being used at the computer workstations.

#### **e) User liability**

- Users are liable for the cost of rectifying any damage resulting from their use of library computers.
- Users must not pass on login data to third parties. Users are liable for all damage that may arise from the violation of this regulation.

#### **f) Exclusion of liability and warranty towards library users**

- The ZHB cannot be held liable for damage to personal files and data storage devices of library users arising from the use of computer workstations.
- The ZHB shall not be held liable for any damage to users caused by the misuse of data by third parties.
- The ZHB shall not be responsible for the content, availability and quality of third party offers retrieved from the internet access provided.
- The ZHB does not guarantee full internet access at all times.

**g) Non warranty towards internet service providers**

The ZHB accepts no liability for any infringement of copyright law and licensing law by library users. Also, the ZHB cannot be held responsible for the consequences of contractual obligations which library users may have entered into with internet service providers, in particular financial obligations as a result of orders or the use of services liable to pay costs.

Flensburg, 17 May 2016