

Regulations for the Use of the University Library of Graz University of Technology

SCOPE OF APPLICATION

Section 1 Anyone who enters the premises of the University Library or the specialist libraries of Graz University of Technology (TU Graz), hereinafter referred to as the University Library, or makes use of its services, shall acknowledge the provisions of these library regulations set out below as binding on him/her.

GENERAL NOTES

Section 2 (1) These library regulations in question supplement the site rules of TU Graz, and take into account the special needs of running the library. The validity of the site rules of TU Graz and its regulations are therefore not affected by them.

(2) Library units of TU Graz that are separate from the main library are authorized to draw up their own library regulations in cooperation with the library management and, if necessary, integrate them into institute regulations and the like. In such cases, these library regulations shall apply in a subsidiary manner.

(3) The “Special conditions of use of electronic media and data networks” and “Conditions of use of the website” of TU Graz as well as the other regulations published by the University Library are an integral part of these regulations.

USE OF THE UNIVERSITY LIBRARY

Section 3 (1) Use within the meaning of these library regulations shall be understood to mean the intended use of the services provided by the University Library as well as the intended use of the premises, facilities and other aids made available to its users.

The mere right of access to the University Library is set out in Section 4 (Accessibility). More detailed information on the use of the services etc. provided by the University Library is given in Section 5ff (Right of use).

(2) Access to the websites and databases made available by the University Library on the internet constitutes use within the meaning of these Library Regulations if it takes place using equipment of the University Library or depends on special access authorization, such as the use of a password.

(3) The procedures, charges, restrictions on use and sanctions laid down in these library regulations are regulatory provisions which take effect on the basis of the contract of use. Compliance is ensured by the library staff on duty or the library management. Users of the library are obliged to follow the instructions given in the interest of order and security of the running of the library and to identify themselves when requested to by library staff. The Rector and/or the library management may also take further-reaching measures for a given reason, such as imposing longer-term restrictions on the right of use, bans on access, legal prosecution, etc.

(4) The equipment provided by the University Library, such as computers and photocopiers, may only be used as intended and only in accordance with the applicable conditions and regulations as well as the legal provisions. With regard to the use of media, reference is made to the "Special terms and conditions of the use of electronic media and data networks".

(5) Any borrower or user of the University Library is liable without limitation for all damage caused by him/her to the facilities of the University Library, to borrowed works or to other media, or due to an infringement of the provisions of these library regulations or other conditions and regulations of the University Library or TU Graz.

ACCESSIBILITY AND USE

Section 4 (1) The University Library is generally accessible during opening hours. The opening hours of the University Library are published separately by way of a notice.

(2) However, persons under the age of fourteen entering the University Library who are not accompanied by an authorized supervising adult require the consent of the library supervisor on duty.

(3) The library supervisor on duty is entitled to refuse access to persons, to expel them from the University Library or to take other immediate measures as appear necessary in the interests of health, safety or the orderly running of the library. For the rest, reference is made to Section 3 para. 3.

(4) Subject to the following provisions, anyone is entitled to use the University library.

USE OF MEDIA

Section 5 (1) For the use of all media from the stock of the University Library, reference is made to the provisions of the Copyright Act and/or the relevant licensing provisions as well as the "Special conditions of use of electronic media and data networks" and the "Conditions of use of the website" of TU Graz.

(2) Media whose publication or dissemination is prohibited due to legal provisions or official or court orders shall not be made available.

(3) The use of media whose storage requires special security measures or conservational precautions in view of their value is only possible in the rooms provided for this purpose.

BORROWING ENTITLEMENT

Section 6 Those entitled to borrow are:

1. Members of Graz University of Technology (TU Graz),
2. Members of other Austrian universities,
3. Members of Austrian universities of applied sciences,
4. Austrian citizens and persons of equal status with main residence in Austria over 14 years of age who are in possession of the user card of the University Library of TU Graz. Until the age of majority, a written declaration of consent and liability of the legal guardian is required for the use of the library.
5. Other persons over 14 years of age after paying an appropriate deposit; the number of items of media that can be borrowed at the same time is limited to five. The deposit can be replaced by a declaration of liability on the part of an institute of TU Graz or another public institution.

Section 7 The borrowing entitlement must be proven by presentation of an appropriate document of identification.

Section 8 A maximum of 12 items of media may be borrowed by the persons mentioned in Section 6 items 1 to 3 at the same time. For university teaching staff at TU Graz as well as for diploma students and doctoral candidates, this number may be increased by mutual agreement if necessary.

BORROWING RESTRICTIONS

Section 9 (1) The following are generally excluded from borrowing:

- a) Media that are defined as reference items,
- b) Media published before the year 1900,
- c) Media that are particularly deserving of protection or are valuable,
- d) Media that require special care (e.g. journals, loose-leaf collections).

However, media mentioned in a) to d) may be borrowed on request with special permission from the management of the University Library.

(2) It is expressly prohibited for the borrower to pass on borrowed works or other media to third parties.

BORROWING PERIODS

Section 10 The borrowing period at the University Library is 30 days. For printed works and other media from the textbook collection the borrowing period is 60 days.

The borrowing period of works which have not been reserved can be extended:

- a) five times by 30 days each for works from the magazine and the open stacks
- b) twice for 60 days each for works from the textbook collection.

(1) A special borrowing period can be set in justified cases as well as when required for employees in research or teaching, and for diploma students and doctoral students of TU Graz.

(2) Borrowed works shall be temporarily returned to the University Library for short-term consultation by other users upon request by the library. If this would interfere with other research and teaching tasks of university teaching staff, these users shall be allowed to consult the borrowed works on site.

(3) In justified cases, a shorter borrowing period may be set or a borrowed work may be recalled even before the expiry of the borrowing period, provided that this is necessary to ensure research and teaching work or normal running of the library.

RETURN OF BORROWED WORKS

Section 11 (1) Borrowed works shall be returned without request upon expiry of the borrowing period at the latest.

(2) If borrowed media are not returned in due time, a reminder shall be issued in accordance with Section 14.

INTER-LIBRARY LOAN AND DOCUMENT DELIVERY

Section 12 (1) Media which are not available at TU Graz may be obtained by way of inter-library loan or document delivery.

(2) Media provided in this way are made available according to the specifications of the providing library either by use in the rooms of the University Library or by borrowing against proof of borrowing authorization or by disclosure of the documents.

(3) The borrowing period is 30 days, unless the providing library specifies a different period.

(4) If media provided according to para. 1 are not returned in due time, the procedure according to Section 14 shall be followed.

LATE RETURN OF BORROWED WORKS

Section 13 (1) Borrowers shall pay a fee per day and per item of media for the late return of borrowed media. The fee shall take effect on the day the borrowing period is exceeded, with the total amount not exceeding the replacement value of the borrowed media. The amount will be announced by notice and/or on the website of the University Library. The levy of a flat fee is permissible.

(2) When the borrowing period expires, a maximum of three reminders shall be sent. The first and second reminders can be sent by e-mail. The third reminder shall in any case be sent by post with advice of receipt (registered mail).

(3) If, despite three reminders, the item of media is not returned, its recovery shall be pursued through the courts, together with the ancillary costs incurred by the University Library as a result, such as, in particular, any costs for research into the possibility of replacement, inter-library loan, copying of books that are no longer available, etc. The University Library shall be entitled to demand the return of the media. In this case, the University Library has the right, at its discretion, to demand the value of the item of media instead of its return.

(4) Paragraphs 1 to 3 do not apply to borrowers who are subject to the supervision of the Rector. In the case of reminders for borrowed media which serve the fulfilment of official duties of members of TU Graz, the levy of a fee is waived. However, after the third reminder has been issued without result, the case will be reported to the Rector.

COSTS AND FEES

Section 14 (1) For the procurement of media by way of inter-library loan or document delivery, the costs incurred shall be borne by the borrower.

(2) For literature searches, the University Library may charge for the costs incurred and a flat fee for the use of the facility. Diploma and doctoral students who provide a written statement of support from their supervising institute are exempt from paying a fee in this context.

(3) Any costs incurred for the use of services that go beyond general library guidance and support may also be charged by the University Library.

ORDER and SAFETY

Section 15 (1) In addition to the generally applicable site rules of Graz University of Technology, the following are prohibited in the entire library area:

- a) bringing into the library objects that may pose a danger to persons, the inventory or the stock,
- b) bringing into the library objects that are likely to hinder the use of the library or that could facilitate theft,
- c) bringing animals into the library,
- d) behaviour which may disturb others, such as the use of mobile phones,
- e) eating and drinking except in designated areas.

(2) The instructions issued by the library staff to ensure order and security must be followed.

(3) Library staff are authorized to require that

- a) bags and other containers that may facilitate theft be opened for inspection purposes,
- b) if officially required, the user of the library shall disclose or prove his or her identity.

Section 16 (1) Before a person enters the library, items belonging to them that may not be taken into the library according to Section 15 (1), in particular coats and other outer wear, umbrellas as well as bags and other receptacles, must be deposited in the cloakroom. Objects which constitute an obstruction may not be deposited in the cloakroom.

(2) The University Library accepts no liability for items deposited in the cloakroom. Money and valuables cannot be looked after.

(3) The coat racks and lockers are for daily use only during the opening hours of the University Library. Cloakroom racks and lockers that have not been cleared in time will be cleared and the removed items will be handed over by the University Library to the person who returned the key against proof of identity and confirmation that the key has been returned.