



## **Library Fee Schedule**

**SRH Berlin School of Design and Communication**

**SRH Berlin School of Management**

**SRH Berlin School of Technology**

**SRH Berlin School of Popular Arts**

**1. General**

**2. Replacement and processing fees**

**3. Payment of fees**

**4. Exceptions**

**5. Commencement**

### **1. General**

This fee schedule applies to the library of the SRH Berlin School of Design and Communication as well as to the SRH Berlin School of Management, the SRH Berlin School of Technology, and the SRH Berlin School of Popular Arts.

Any incurred fees are due immediately. Paid fees will not be refunded.

### **2. Replacement and processing fees**

In the case of lost Media, Media are considered as not returned until the library is notified of their loss. For lost or damaged media, the library will buy a replacement copy of equal value.

If a medium is replaced by the library because it was damaged or it has not been returned despite a reminder, a processing fee of 10.00 Euro per medium will be charged in addition to the procurement costs.

If it is not possible to get a replacement, compensation must be paid in accordance with the statutory provisions. Irrespective of this, a processing fee of 10.00 Euro is due.



### **3. Payment of fees**

An invoice of the total amount of fees will be issued by the Controlling department via mail.

Fees can only be paid by bank transfer.

The bank details required for this can be found on the invoice letter.

After the transfer has been made, the library needs to be contacted via email for proof of payment.

### **4. Exceptions**

In justified individual cases, the library may allow exceptions to this fee schedule for the benefit of the user.

### **5. Commencement**

This fee schedule is effective as of April 3<sup>rd</sup>, 2023.