



## **Library Rules and Regulations SRH Berlin University of Applied Sciences**

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### **1. General**

The Library is a place for silent study. Its main objective as an academic library is to enable good study conditions and to support the teaching mission of the SRH Berlin University of Applied Sciences. This requires considerate and respectful behavior by all patrons. Everyone in the Library needs to behave quietly, so that the other users of the Library can work without being impaired. Be respectful of your fellow students.

When the Library is used for workgroup sessions or meetings, special consideration must be given to other users to avoid disruption and to maintain a proper working atmosphere.

It is not permitted to carry out changes to the workstation or network configurations of the computer workstations, to resolve technical disruptions by yourself, to install software from storage media or the Internet on workstation computers, to manipulate files and programs of the Library or of third parties, to violate copyright laws or to otherwise misuse library equipment.

The consumption of food and drinks as well as smoking and the use of mobile phones is prohibited in the Library.



## **2. Access to the Library**

### **Registration**

Please register during the designated opening hours of the Library. For the registration process, it is necessary that you provide a valid Student-ID or identity card. At the BSM and BST, a library card will be issued. Until further notice, there are no library cards issued at SOPA and BSDC.

To set up and maintain the Library accounts and to provide the Library services, personal data are collected and processed, according to the legal regulations and the conditions of the privacy policy (DSGVO).

### **Admittance**

All members of the SRH Berlin University of Applied Sciences are entitled to use the Library and its facilities during the designated service and opening hours.

At the start of each semester, an introductory presentation will explain how to make best use of the Library. During the semester, brief library introductions as well as workshops and counselings can be arranged.

By frequenting the Library premises and using the media, patrons automatically accept the Library Rules and Regulations.



### **3. Borrowing, Returning, Renewing & Reserving Library Materials**

#### **Borrowing**

During the opening and service hours it is possible to borrow media via the Library staff.

To borrow items from the Library, you must show a valid student-ID and/ or library card.

The loan period for books and other printed items generally is four weeks.

The loan period for CDs, DVDs and journals is two weeks. Current issues of journals and magazines may not be removed from the Library.

Media from course reserve is subject to the borrowing rules of the respective school.

Reference copies, copy templates and psychological tests cannot be borrowed at all and need to be returned directly after copying.

The Library reserves the right to recall any media item at any time, and to limit the number of items that can be borrowed.

#### **Returns**

Upon expiry of the loan period, users must return the borrowed media unsolicitedly to the Library or extend the loan period. You are responsible for returning borrowed items on time.

Media can only be returned during the opening and service hours of the Library via the Library staff.

If you decide to return media outside the official opening hours of the Library, for example at the Welcome Desk, this is at your own risk. That means that users are liable for the medium for as long as it has not been removed from their account in the Library system. If the user decides to return a medium outside of opening hours and the medium disappears before it has been cleared from the list of checked out items on the Library account, the user is responsible for compensation.

Shelving of media is done by the Library staff, to ensure the preservation of the classification system and thus the retrievability.



For your deregistration, the Library needs to confirm that your library account is balanced. Your graduation certificate or transcripts will only be released after all borrowed material has been returned and all fees and fines have been paid.

### **Renewal**

Borrowed media can be renewed in person, in your library account in the WebOPAC, by E-Mail or by telephone.

An extension of the loan period is only possible for items that have not been requested by another library user.

The borrowed media can be renewed twice, then you have to show the media at the Library.

### **Reservation**

You may make a reservation for media currently on loan. This reservation can be done in your library account or via the Library staff.

The person currently borrowing the media is informed whenever somebody puts a reservation on the item. The reserved media must be returned by the due date and cannot be renewed.

If a reserved medium is not picked up within 7 days of the notification, the reservation expires.



#### **4. Reminders**

If the loan period is exceeded for more than four weeks after the initial return date, the user will be excluded from borrowing until the borrowed media have been returned.

The Library may start a payment order procedure to get a compensation or replacement of media that was not returned.

If media is not returned, the Library will demand compensation or replacement of the material. Compensation will be demanded amounting to current replacement value with a standard replacement and processing fee added.

Please consult the *Library Fee Schedule* for the respective fees and fines.

#### **5. Safeguarding the Integrity of Library Resources**

All library goods, resources and facilities must be handled with care. Manipulation (e.g., underlining or annotations) of media and work equipment is not allowed.

The borrower carries the subsequent costs for negligent marking, mutilation, staining and damage to borrowed items, e.g., moisture damage. Please consult the *Library Fee Schedule* for the fees and fines.

Therefore, the media should be checked for completeness and possible damage before a loan. Otherwise, it is assumed that at the time of the loan the medium was complete and undamaged.

The damage or loss of borrowed media must be reported to the Library staff immediately. You will be obliged to pay compensation. The Library will attend to the replacement of the media.

Borrowed media may not be disclosed to third parties or displayed publicly. The borrower is being held responsible for compliance with these regulations and is liable for any damage.

Borrowed media may only leave town if the Library agreed to this beforehand. If your travels take longer than the due date of the borrowed media, you must return the media before starting your travels.



## **6. Cooperating libraries**

Students may get a library card for the University Libraries of Technische Universität Berlin (TU). You have to register at the TU University Library and adhere to their library rules and regulations. There is an annual fee for the library card but SRH Berlin recompensates this fee. Please ask for the compensation at your school's library.

## **7. Copyright**

In the case of copyrighted library material, reproductions may only be made within the context of the current legal regulations of the Copyright Act.

Users are responsible for complying to the copyright and individual rights laws as well as licensing regulations.

When using or borrowing electronic media you must at all times comply with the general copyright laws as well as the copyright holders 'terms and conditions. Unauthorised use is strictly prohibited.

The users agree to adhere to the legal regulations, those concerning copyright laws, criminal law and youth protection law, and not to use or distribute illegal or otherwise violent, pornographic or discriminating information or representations when using the Library's computers or Wifi.

## **8. Sanctions**

The Library may block your access to CampusNet if you did not return borrowed media after several requests to do so.

Your access will only be unblocked after the overdue media have been returned to the Library or renewed.

Those users that disregard the Library Regulations repeatedly or in a very severe way may be excluded from using the Library. The range of this suspension may be temporary or full. If the user can be expected to prospectively comply to the rules, the suspension may be waived.



## **9. Disclaimer of liability**

Unless explicitly stated otherwise in the context of these regulations, any liability of the SRH Berlin University of Applied Sciences towards users of its library is excluded. In particular, the university is not liable for damages on users' data, files, programs and hardware resulting from improper handling of hardware and software of the Library and the installed copying machines. This also applies to damage to users' devices caused by using media from the Library.

In addition, the university accepts no liability for damages that may result from the possible misuse of data by third parties due to inadequate data protection on the Internet, the use of library workstations or the media and software offered.

The same applies to loss or damage to all personal belongings, in particular money or other valuables, which the users have brought into the Library.

The SRH Berlin University of Applied Sciences is not liable for the content or the information to which it provides access to.

The general disclaimer above and the preceding disclaimer, as well as any special exclusions of liability, which may be governed by this regulation, shall not apply for damages resulting from injury to life, body or health, which are based on an intentional or negligent breach of duty, for damages resulting from a breach of an essential contractual obligation (Kardinalspflicht) and for other damages that are based on an intentional or careless breach of duty by the staff, their legal representatives or a legitimate representative of the SRH Berlin University of Applied Sciences.

## **10. Commencement**

These Library Rules and Regulations for the University Libraries of SRH Berlin University of Applied Sciences are effective as of June 1<sup>st</sup>, 2022 and remain valid until replaced by new regulations.