



SRH Berlin University of Applied Sciences
Georgenstraße 7 | 01097 Dresden

SRH Berlin University
of Applied Sciences

Dresden School of
Management

Staatlich anerkannte Hochschule

INFORMATION FROM THE SRH DRESDEN SCHOOL OF MANAGEMENT

Library regulations



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EB Bank eG
IBAN DE44 5206 0410 0005 0100 39
BIC GENODEF1EK1
USt-IdNr. DE 814 940 143
Amtsgericht Berlin-Charlottenburg
HRB 68460 B



All employees, students, and trainees at the SRH Dresden School of Management agree to follow the library regulations.

General information

1. The library is an institution of the SRH Dresden School of Management.
2. All employees, students and trainees are permitted to use the library.
3. The usage is free of charge.
4. The library is open from Monday to Thursday, 07:30am to 6pm, and on Friday, 07:30am to 5pm.
5. Further changed opening hours will be announced on the homepage and via poster.

Usage of the books

Each user is responsible to handle the books with care and to prevent any markings or notes from being made in the books. The user is responsible for any damage. The library decides on replacement or compensation.

Loan

There is a possibility of a one-week loan. The loan can be made at the Welcome Desk.

Purchase suggestion

If you are missing an important book or journal in our library collection, use the purchase form, which can be found on the library website, or write an email to **library.hsbe@srh.de**.

Copying possibility

Copying is permitted unless it is forbidden for individual books. The books must be handled with care. The person making the copy is responsible for any damage that occurs.

Copyright compliance

The user is responsible for compliance with copyright regulations when copying from books and journals and when using digital media.

Behaviour

1. The users of the library show respect for each other and behave in such a way that others are not disturbed.
2. It is not allowed to eat in the library, drinks can be brought only in closed plastic or glass bottles. It is also not allowed to use the telephone in the library. Instructions of the library staff must be followed.

Workplace clearance

Before leaving the library, the worktables are to be cleaned up. Books and journals are to be returned to the respective subject area.

Protection of the library collections

Coats/jackets and bags may not be taken into the library rooms. Lockers are available for this purpose in the lobby.

Use of the Internet and printer

1. The usage of the internet is free of charge.
2. Printing, copying, and scanning of documents is possible at a printing and copying machine on the 1st and 3rd floor and in the library with your rechargeable transponder card.

Exclusion, effective date

1. Users who repeatedly or grossly violate the rules of use can be excluded from use completely or temporarily.
2. The library usage regulations come into force as of 01.02.2023.



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Head of SRH Dresden School of Management