



Library Rules and Regulations from June 1, 2016

The Advisory Board of the University Library at the University of Applied Sciences in Saarbrücken, hereinafter referred to as the “htw saar”, has issued the following rules and regulations in accordance with § 6 para. 1 of the statutes of the htw saar University Library.

§ 1

Tasks and Obligations of the University Library

The statutes of the htw saar University Library from June 21, 2000 - last amended per Senate resolution from July, 15 2009 - define the tasks and obligations of the university library.

§ 2

Right of Use

- (1) During opening hours, the library is open to the public as a reference library.
- (2) Anyone wishing to borrow library materials or make use of the library's lending service must be authorized to do so. Anyone over the age of 16 is entitled to admission to the library if they can identify themselves by name and place of residence.
- (3) For admission, users must register in writing in person, presenting their identity card or other official photo ID with certificate of residence. In addition, students must present their student ID. Minors must attach the written consent of their legal representatives to the registration form.
- (4) Upon registration, users accept the terms and conditions of use. The registration form must contain the following information:
 - a) Last name,
 - b) First name,
 - c) Title,
 - d) ID card number or official ID card with photo in accordance with paragraph 3, sentence 1,
 - e) Student registration number (only for students)
 - f) Date of birth,
 - g) Addresses (home address, semester address)
 - h) User group

(5) Those admitted will receive a library card. This remains property of the university. The validity of the library card may be limited. The library card must be kept in a safe place and must be presented every time an order is placed or a loan is made. If a library card is lost and the user requires a new card, a fee of 5 euros must be paid to the htw saar cashier's office.

(6) A public-law relationship is established between the htw saar and its customers.

(7) Short-term book loans to other libraries and/or interlibrary loans are possible.

§ 3

User Accounts

(1) Upon admission in accordance with § 2, a user account is created for the user. This account is used to process all orders and loans made on presentation of the user's library card with the aid of a computerized accounting system.

(2) The library is entitled to store and process the data associated with the order or loan process, as well as the data collected in accordance with § 2 Para. 4, in automated form for the purpose of processing orders and loans. The library is obligated to provide a complete printout of the data associated with the user at any time upon the user's request.

(3) The library is entitled, but not obligated, to check whether the user's own or another user's library card is being used before the user may borrow or order books. Suspended library cards will be confiscated. If the legitimacy of a library card is doubtful, a third-party library card can be confiscated. The library is entitled to introduce security measures (password, power of attorney, password card).

(4) If a user does not comply with the request to return borrowed books or does not reimburse fees owed, the library is entitled to block the user's account until these obligations are fulfilled and to refuse to reserve or loan further books, as well as extend existing loans.

§4

Resources

(1) Our resources are divided into the following categories:

- longer-term loanable resources,
- short-term loanable resources and
- the reference collection.

(2) The reference collection is specially marked. It includes collections of standards, theses, loose-leaf materials and journals, as well as literature and informational resources at special locations.

(3) Short-term loanable resources are also specially marked. These include books that have been acquired expressly as student textbooks.

§ 5 Special Locations

(1) The library director will decide on the establishment and dissolution of special, additional library locations upon request, in consultation with the advisory board chairperson. As soon as a special location is established, the person responsible for that location will be determined.

(2) Special auxiliary locations may only be stocked with literature and informational resources funded by third-party non-tuition funds. This does not apply to language labs, central facilities and administrative departments. Multiple copies may be kept at special locations only in justified exceptional cases. The decision will be made according to § 5 para. 1.

(3) The materials kept at special locations are not loanable. They must be available for review by all authorized library users.

§ 6 Using the Library

(1) The library can be used for the following:

- Browsing and viewing books,
- short-term loans,
- weekend loans,
- long-term loans.

(2) Library users can browse and view all of the books in the library or reading rooms (§ 4 Para. 1).

(3) Short-term loans are possible within the premises of the university by depositing a student ID card and apply to all of the library resources with the exception of loose-leaf collections and diploma theses. The items withdrawn must be returned during opening hours on the same day.

(4) A maximum of five volumes may be borrowed for weekend loan. Weekend loans apply to the loanable collection, as well as to monographs from the reference collection, with the exception of theses. Weekend loans can be made during the last two opening hours before the respective weekend. They must be returned during the first two hours of opening after the weekend.

- (5) Long-term loans apply to resources that are not part of the reference collection. The lending period is up to two weeks. It can be extended ten times by two weeks at a time, provided there is no pre-order. The request for loan extension must be made before the loan period expires. A maximum of 50 books may be borrowed by a library user at one time.
- (6) Resources from the short-term loan collection can generally not be borrowed on a long-term basis.
- (7) Professors of the htw saar are entitled to borrow a maximum of 100 volumes from the long-term loan collection during the academic year.
- (8) Employees of the htw saar are allowed to borrow up to 50 volumes from the long-term loan collection for a longer period of time.
- (9) All resources borrowed from the long-term loan collection must be returned to the library for renewal no later than ten years after they were initially borrowed. The library user in question is suspended from borrowing from the library until the respective volumes/media are returned.
- (10) Visiting/assistant lecturers at the htw saar may borrow up to 50 volumes for the duration of one study semester.
- (11) Books belonging to the reference collection must be made available to the university library for use by other users upon request for a period of fourteen days.
- (12) htw saar students may borrow a maximum of 50 volumes during the preparation period of their final thesis. The loan period is six weeks and can be extended by another six weeks. Exceptions to this rule require the approval of the library director. Proof of thesis registration must be submitted to the library.
- (13) New journal issues can be circulated to professors and staff members, as well as teachers for special tasks at the htw during the semester at the request of a department. On request this circulation procedure can be extended to the lecture-free period for the above mentioned applicants. Journals may be kept for a maximum of eight days. If the person who lost the journal cannot be identified or the time limit for keeping a journal has been exceeded, the circulation of said journal may be discontinued.
- (14) Items for loan must be presented by the library user along with their library card to the circulation desk for processing.

§ 7
Opening Hours

- (1) The opening hours are defined by the Advisory Board and announced on the notice board.
- (2) The library director decides on closures and changes in opening hours that may be necessary at short notice for special reasons on a case-by-case basis. These changes will be announced in good time.

§ 8
Enforcement/Dunning Procedure

(1) Borrowed items must be returned to the library without prior request at the end of the lending period; if the deadline is not met, a reminder will be sent. A second and third reminder will be sent on the eighth working day following the expiration of the loan period. With the third reminder, a final deadline of seven working days is set and the collection procedure is threatened. If the third reminder also remains unsuccessful, the library will issue a notice requiring compensation for respective item.

The case is then passed on to the university administration, which initiates administrative enforcement proceedings in the event of non-payment for the item or overdue fines. The amount of the overdue fines is based on the "Anlage zur Ordnung über die Erhebung von Verwaltungsgebühren" ("Annex to the Regulations on the Levying of Administrative Fees").

(2) Users who have been warned due to exceeding the loan period will be excluded from borrowing items until the overdue books have been returned and the overdue fines have been paid.

§ 9
Usage Conditions

(1) Anyone authorized to use the University Library may use its services in accordance with the Library Rules and Regulations.

(2) The library staff is authorized to instruct individuals as necessary to maintain order and to check identification cards.

(3) Coats, bags and other items that could potentially be used to hold hide books may not be taken into the reading rooms. They must be kept in the storage cabinets provided for this purpose. In the event of violations, the library staff on duty is authorized to inspect coats, bags, and items brought into the library.

(4) It is in the public's interest to maintain silence in all areas of the library used by the public. Smoking, eating, drinking - with the exception of water - and telephoning are not permitted in the library. Animals are not allowed in the library.

(5) Library users must handle all library materials with care and protect them from damage. It is forbidden to write, underline or trace anything in the books. Works taken from the library for perusal must be returned by to the place they were taken from by the library user.

(6) Books and other media brought into the library must be clearly presented to the librarian upon entering and leaving the library.

(7) Library users are obliged to notify the library immediately of any change of address. The library user is liable for costs and damages resulting from non-compliance.

(8) Upon termination of the user relationship, the library user must return all library materials they have borrowed and return their library card. All outstanding debts to the library must also be paid. Students must arrange for a change in their user status or a termination of the user relationship on their own initiative when they de-register.

(9) Users must comply with the provisions of copyright and licensing law. If the user has violated the copyright of a third party and a claim is made against the library as a result, the user is obliged to exempt the library from such claims.

(10) All users must comply with the current version of the Regulations for the Use of IT Systems at the htw saar.

§ 10

Reimbursement of Costs and Expenses

(1) As a rule, the use of the library is free of charge.

(2) In the case of lost or damaged works, the user, even if he/she is not personally at fault, must reimburse the library by replacing the book or paying the amount required to replace or restore the book.

§ 11

Exclusion from Library Use

(1) Anyone who grossly or repeatedly violates these rules and regulations may be temporarily or permanently excluded from use or subjected to restricted use by the head of the library. Failure to comply with § 9 may result in temporary exclusion by the library staff.

(2) Violation of the regulation governing weekend lending (§ 6, para. 4) may result in the library user being excluded from borrowing over the weekend.

(3) Such exclusion does not affect any obligations resulting from the user rules and regulations.

(4) A written appeal against the suspension may be lodged with the Rector* of the htw saar within one month of receiving notification of the decision.

§ 12 Liability

(1) The library is not liable for loss or damage to items brought into the library by library users.

(2) Any liability due to incorrect, incomplete, omitted or delayed services provided by the library is excluded.

(3) The library is not liable for damage to storage media caused by viruses or technical defects in the equipment.

§ 13 Reserving Books

(1) You may reserve items already on loan if you wish to borrow them. The library may limit the number of reservations made for a specific book.

(2) If the reserved work is available, it will be deposited in the circulation desk for a period of time determined by the library, and can be picked up upon presentation of the library card. The library user who made the reservation will be notified of this.

(3) Information about who has borrowed or reserved a work will not be provided.

§ 14 Procuring Literature via German and International Interlibrary Loans

(1) Works required for scientific purposes which are not available in Saarbrücken can be ordered by the library from foreign libraries at the request of the library user in accordance with the provisions of the loan regulations or in accordance with the provisions applicable to international loan transactions. Any expenses incurred must be reimbursed to the library. The library may limit the number of orders per library user.

(2) Users are required to provide accurate bibliographic information and must provide all information pertaining to the order in accordance with the library's guidelines.

(3) The library user will be notified when the work they ordered arrives. Works that can be borrowed and taken home can be picked up at the circulation desk upon presentation of the user's library card. Works that can only be used in the reading room can be picked up at the circulation desk. Unclaimed items will be returned to the external library at the end of the loan period or at the request of the external library.

(4) These regulations apply to works obtained on loan from other libraries, unless the lending library has made other arrangements.

(5) An extension of the loan period must be requested no later than the day the loan period expires. The request is deemed approved if it is not expressly rejected.

(6) If the work ordered is delivered as a reproduction that does not require returning and is to remain with the library user, then it becomes the property of the user as soon as the user receives it. Free reproductions that have remain unclaimed after two months from the date of notification may be destroyed by the library. The respective user account will be debited accordingly in the case of uncollected reproductions subject to a charge.

§ 15 Litigation

The Rector* of the htw saar is responsible for conducting the administrative dispute proceedings, including preliminary proceedings.

§ 16 Entry into Force

(1) These rules and regulations enter into force as soon as they are announced on the "Der Rektor" bulletin boards and are published in the official bulletin of the universities of the Saarland.

(2) The Library Rules and Regulations issued on February 1, 2012 will expire on the same date.

Saarbrücken, August 3, 2016

The Library Chairman of the
Advisory Board at the htw saar



Prof. Dr. Ulrich Pantle

The Rector* of the htw saar



Prof. Dr. Wolrad Rommel

* As of January 1, 2019 the htw saar is headed by a president and not a rector.