



University Library Usage Regulations of the Eberswalde University of Applied Sciences for Sustainable Development dated 29.03.2017

The use of the University Library of the Eberswalde University of Applied Sciences for Sustainable Development (HNEE) is regulated by the HNEE Library Regulations. The use of the lockers in the HNEE university library is regulated by the corresponding regulations in the current version.

§ 1 user authorization

- (1) The university library of the HNEE can be used by all members and members of the HNEE, in accordance with § 5 of the basic regulations of the university for sustainable development, in the respectively valid version, as well as the employees of the cooperation facilities equally. The general public is also entitled to use the card. Only persons who are at least 16 years old are permitted to use the facilities; their legal representatives are liable for minors.
- (2) With the exception of students of the HNEE, readers must register for use in writing at the lending and information desk of the university library (Stadtcampus Schicklerstraße 5 16225 Eberswalde, house 7) on presentation of the identity card by completing a registration form and receive a Library usage card. Students enrolled at HNEE will use the university library with their GreenCard.
- (3) Use of the HNEE University Library is free of charge. Fees arising through the fault of a library member are regulated in the Fee Statute of the University Library of the University of Sustainable Development Eberswalde dated 29.03.2017. Special services can be charged according to the Leihverkehrsordnung of 19.09.2003 in the version of 10.10.2008, § 19, paragraph 2.
- (4) If employees of the HNEE leave, the discharge for all returned literature will be noted on the routing slip of the personnel affairs department. Students must obtain their discharge from the HNEE university library before exmatriculating.

§ 2 forms of use

- (1) The university library of the HNEE shall make the following available to its users:
 - Literature and map holdings (as magazine and free-hand holdings), -
 - Access to online databases and catalogues,
 - Ebook Central
- (2) If the availability according to § 2 Abs. 1 is not given, the users can make use of the interlibrary loan.

- (3) The stocks can be used:
- in the university library rooms of the HNEE
 - by borrowing at the location
 - by interlibrary loan
- (4) Only the rooms of the HNEE university library may be used:

- Stocks older than 100 years,
- Loose-leaf editions and the reference holdings,
- Journal issues and journal volumes,
- Typewritten diploma theses and dissertations.

Exceptions in particularly justified cases, such as exhibitions, research projects, colour copies, etc., can only be permitted by the management of the HNEE University Library.

- (5) Media borrowed for use outside the HNEE university library shall be transported in protective, shockproof and moisture-repellent containers (bags, briefcases, backpacks, suitcases, etc.).
- (6) The self-production of copies is only permitted for literature not older than 100 years.
- (7) When using the University Library of the HNEE, users lock their wardrobe, bags, etc. in the wardrobe lockers available in the entrance area of the University Library. These are to be cleared daily. The staff of the HNEE University Library is entitled to inspect the documents carried along. The HNEE University Library has the right, together with a member of the HNEE Real Estate and Environmental Management Department, to open lockers outside opening hours and to treat the contents as lost property. The costs incurred in replacing the locking cylinder of the wardrobe will be charged to the user of the library.

§ 3 order forms

- (1) The desired literature will be determined at the OPAC, and can be taken directly from the free-hand list. The basis for the request from the magazine is the signature.
- (2) The desired media are made available in the shortest possible time. Borrowed media can be reserved and borrowed media can be extended, as long as no other user has reserved them. For media that are reserved after an extension has already been made, the extended Loan period subsequently shortened. A waiting period of 7 opening days is granted for the return.
- (3) The users are liable for the media borrowed from them. The passing on of borrowed books to third parties is not permitted. The maximum number of borrowings is fixed per user group.
- (4) The loan period is generally 4 weeks, shorter loan periods can be set by the HNEE University Library. The borrowed literature must be returned on time. If necessary, an extension must be applied for before the end of the loan period. The loan period can be extended a maximum of 3 times. Late payment fees are regulated in the fee statutes of the University Library of the University for Sustainable Development Eberswalde of 29.03.2017.
- (5) The university library of the HNEE is entitled to reclaim lent media early in case of urgent need. This request must be complied with immediately, if necessary also by post.

§ 4 terms of use

- (1) It is forbidden to underline in books and magazines as well as to make comments. Underlining, making comments and damage, in particular removing pages, plates, maps, etc., as well as unauthorised taking away or appropriation of holdings of the HNEE University Library may be punished under civil or criminal law.

- (2) Damage caused by users shall be repaired at their expense. If the removal is not possible or if the medium has been lost, the users shall procure a bibliographically compliant replacement copy within a reasonable period set by the HNEE university library, in accordance with § 5 of the fee statutes of the Eberswalde University Library for Sustainable Development dated 29.03.2017.
- (3) In the interest of book care and security, bags, food and drinks may not be taken into the rooms of the HNEE University Library. In the university library of the HNEE mobile phones are prohibited.
- (4) The staff of the university library is entitled to issue instructions to users. Users who violate the provisions of these user regulations in serious cases may be excluded from using the HNEE University Library.

§ 5 Exclusion of liability of the HNEE University Library towards users

- (1) The University Library of the HNEE is not liable for damages caused to the user due to incorrect content of the media used by them.
- (2) Furthermore, the HNEE University Library does not accept any liability for damage caused by the use of the HNEE website. The use of the workstations made available in the HNEE university library and the media offered there results in the user creating files or the media carriers.
- (3) In addition, no liability is assumed for damages incurred by the user due to data misuse by third parties due to inadequate data protection on the Internet.

§6 interlibrary loan

- (1) Literature required for academic or professional purposes that is not available in the HNEE university library or another local library can be obtained on loan from German libraries in accordance with the Leihverkehrsordnung of 19.09.2003, in the version of 10.10.2008. The ordering party is obliged to inform himself about the availability on site.
- (2) The loan period and any restrictions on use shall be in accordance with the regulations of the lending library.
- (3) Literature published before 1800 from the holdings of the HNEE University Library is not available for interlibrary loan. Literature older than 100 years will only be released for interlibrary loan on the premises of the borrowing library.
- (4) Fees and cost reimbursements for interlibrary loan as well as for special services are governed by the provisions of § 19 of the interlibrary loan regulations of 19.09.2003, as amended on 10.10.2008.

§ 7 Entry into force

These University Library Usage Regulations of the Eberswalde University of Applied Sciences for Sustainable Development come into force with the decision of the Senate of the Eberswalde University of Applied Sciences for Sustainable Development dated 29.03.2017 and after publication in the Official Announcement. The University Library Usage Regulations of 29.05.1996 are thus repealed.

Eberswalde, 29.03.2017