

## **University Library Rules for Users**

### **Implementation provisions for University Library framework regulations**

In accordance with § 1 paragraph 3 and § 7 of the 09.06.2011 regulations for use of the Tübingen library system, the director of the University Library, in agreement with the management of the University of Tübingen, issued the following provisions on 28.9.2011

#### **Preliminary remarks**

All references to natural persons are gender-neutral.

#### **§ 1 Area of Application**

(1) These regulations apply to the Tübingen University Library, Wilhelmstrasse location, and to its branch library for the sciences.

(2) Use of the University Library constitutes acceptance of the corresponding regulations. "Use" is defined as entering the library as well as making use of any of the library's services.

#### **§ 2 Admission as a borrower**

(1) Admission as borrower is required for borrowing and for interlibrary loans.

(2) Members of the University of Tübingen and other institutions of higher education in the region, their students and institutions are admitted as borrowers. Other natural persons are admitted within the scope of the purpose to which the library is dedicated under § 2 of the framework regulations for users.

(3) Members of the University of Tübingen (§ 6 Basic Regulations) are admitted as borrowers upon presentation of their University ID card.

(4) Lecturers and employees of the University of Tübingen may apply for a personal, yet transferable, institute card for official purposes. The applicant must be a user and is liable for all fees, in particular for exceeding the loan period, in accordance with § 11 of the framework regulations for users.

(5) In all other cases, an application must be made to be admitted as a borrower. For this, members of other universities must present their student or employee ID and their identity card; other applicants must present their identity card or passport. If the applicant's residence is not evident from the identity card, additional official proof of residence is required. Any subsequent change of residence must be reported immediately.

The admission process is completed upon the issue of a library card; this card is the property of the University Library and is non-transferable. Admission may be granted for a limited period of time only; it may be subject to conditions or requirements, and/or it may be restricted to sections of the library only. Admission may be denied to external users for good cause.

(6) Persons under the age of eighteen who are not studying at the University of Tübingen require the written consent of their legal guardian to use the University Library. With this consent, the legal representative undertakes to fulfil liability claims arising from the use of the library by assuming a directly enforceable guarantee.

### **§ 3 Notifications, status changes**

(1) The University Library sends notifications by e-mail. It is the user's responsibility to ensure that he/she can be contacted in this way. If notifications are sent by post, the user must reimburse the library for postage and expenses.

(2) For members of the University, only the University e-mail address generated by the IT Center (ZDV) is used.

(3) In all other cases, the e-mail address provided during the admission process will be used. The user must notify the library immediately of any change of this e-mail address. Anyone who does not comply with this obligation is liable to the University Library for any expenses or disadvantages arising from the failure to comply.

(4) If the requirements for admission as a borrower are no longer met, the user must return all borrowed media and pay any outstanding fees or expenses.

(5) Students will receive the release note required for termination of enrollment as soon as they have returned all borrowed media and settled any outstanding fees and other claims.

### **§ 4 General provisions for borrowing and use of reference works**

(1) Works kept in the University Library may be borrowed for use outside the library provided they are not subject to lending restrictions.

Restrictions apply in particular to

- a) reference collections,
- b) manuscripts, autographs and archival documents,
- c) valuable media and works published more than 100 years ago
- d) almanacs, maps, atlases,
- e) unbound media that are particularly endangered by their material form or state of preservation, such as loose-leaf editions, individual magazine issues and newspapers, anthologies of several bound individual publications, large-format media.

These media may only be used in the library in the designated rooms. Any exceptions in special cases require the permission of the library management or its representative. Use of materials may be made dependent on further conditions or may be refused altogether due to important reasons, particularly for reasons of conservation. The requirements for the use of manuscripts, bequests, valuable prints and archival materials are set out in a University Library information sheet.

(2) Furthermore, the University Library is entitled to restrict the lending of other collections. This also applies to media in high demand, which may be temporarily blocked for borrowing or which may only be borrowed for a shortened loan period in order to keep them accessible to a larger number of users. The lending of media that

are not suitable for public distribution may be made dependent on proof of an academic or professional purpose.

## **§ 5 Borrowing procedure**

(1) The borrower is the user in whose name a medium is borrowed.

(2) The borrower must seek the desired media him/herself and order the media where applicable.

(3) Freely accessible media are to be looked up and borrowed by the user him/herself.

(4) Borrowing is done using the identity card according to § 2. The University Library is not obliged to check whether the borrower and the card holder are the same person. The booking of a loan is considered proof of the delivery of the media.

(5) The user is liable for the medium he/she has borrowed from the time a medium is handed over until it is returned. Therefore, he/she must check the condition of the medium before borrowing and report any visible damage immediately. If no report is made, the user must prove in the event of a dispute that he/she received the medium in a faulty condition.

(6) Lending is generally limited to 100 media borrowed at the same time; for university employees and holders of institute ID cards, it is limited to 300 media. With good cause, the University Library is entitled to limit the number of media that can be borrowed simultaneously by an individual user.

(7) Borrowed media may not be passed on to third parties.

(8) The borrower may receive a receipt when returning the borrowed medium and fulfilling the obligations arising from the loan.

(9) The University Library does not give out the borrower's personal information.

## **§ 6 Loan periods, extension of loan periods, reclamation**

(1) The basic loan period is generally 28 days, or 14 days for periodicals. It may be extended online before expiry by the borrower until the maximum loan period specified for the respective user group is reached. This applies strictly to the fourfold basic loan period as well as to the twelvefold loan period for university employees and 4 owners of institute library cards. For volumes of periodicals, the maximum loan period is eight times or 24 times the basic loan period, as applicable. Immediately before the end of the respective loan period, the University Library sends a reminder by e-mail. There is no postal notification. A new loan is possible during the loan period as well as immediately after the end of the maximum loan period, provided the medium is presented. A renewal or new loan is only possible if the medium has not been reserved by another user.

(2) Borrowed media must be returned at the end of the loan period at the latest. If the end of the loan period falls on a day on which the University Library is closed, the media must be returned on the next opening day.

(3) If the loan period is not extended and the medium is not returned, fees according to § 2 BiblGebO fall due after the loan period has expired. In the event of damage, loss or non-return, the user must pay damages in accordance with § 8 BiblGebO.

(4) As long as a borrower does not return media whose loan period has expired after reaching the highest default level or does not pay due fees or charges, the University Library may suspend the borrowing authorization. Students may be blocked from re-enrolment.

(5) The University Library is entitled to reclaim media before the end of the loan period if there is an urgent need for research and teaching or if the media are needed for official reasons.

### **§ 7 Reserving books/ media**

(1) Borrowed media may be reserved by other users. The University Library may limit the number of reservations on a medium.

(2) Notification that the reserved medium has become available is always sent by e-mail. After notification, a reserved medium is held for the person reserving it for nine opening days. After this period, the University Library may use the item in other ways.

### **§ 8 Interlibrary loan and document delivery services**

(1) Media that are not available in the library system of the University of Tübingen or another publicly accessible library in Tübingen may be ordered through the University Library by German or international loan services from a library outside of Tübingen. Borrowing is subject to the provisions of the current loan regulations, to international agreements and to the particular conditions of the lending library.

(2) The fees and costs of interlibrary loans are charged according to § 3 BiblGebO.

(3) The University Library provides access to document delivery services via its website. Lecturers at the University of Tübingen can be supplied with documents in electronic form by an internal university service.

### **§ 9 Use of library media in the reading room**

(1) All media stored in closed stacks may be borrowed for use in the reading room. Freely accessible media may be deposited there by the user and booked on his account as a reading room loan.

(2) Media borrowed from the University Library in the reading room are available for users to pick up themselves. The media must be returned before the library closes.

(3) The basic loan period for media borrowed in the reading room is 14 days. It may be extended online by the borrower until the maximum loan period for the respective user group is reached. This is eight times the basic loan period, for university employees and holders of institute cards 24 times. A renewal or new loan is only possible if the medium has not been reserved by another user. If the loan period is not extended, the University Library may use the item in other ways after the expiry of the loan period.

(4) Media whose use is subject to conditions will be issued by the reading room supervisor upon presentation of the ID card according to § 2.

### **§ 10 Semester apparatus**

(1) To support individual courses at the University of Tübingen, a semester apparatus may be set up with media from the University Library. These media are accessible at the place of installation and cannot be borrowed. The number, scope and possible locations as well as other requirements are specified in a University Library information sheet.

(2) Lecturers must apply in writing to set up a semester apparatus. This application must be lodged at least four weeks before the start of the semester. Lecturers at the University of Tübingen are entitled to apply.

### **§ 11 Electronic information sources**

Within the framework of legal regulations and in accordance with the respective licensing conditions, the University Library provides access to electronic information sources that are not freely accessible.

### **§ 12 Group work rooms**

In the group work rooms, group work takes priority over individual work.

### **§ 13 Lockers**

(1) The University Library provides lockers for a certain period of use. If a locker is not cleared at the end of the period of use, the University Library is entitled to open it. The items removed are treated as lost property.

(2) Separate usage agreements apply to work booths, lockable book trolleys and other containers.

### **§ 14 Effective date**

These regulations shall enter into effect upon their publication.