



Library Regulations

for the University Library at RWTH Aachen
10 October 2010



§ 12 Loan periods

- (1) Loan periods will be publicised on Library notice boards or on the Library's website.
- (2) If the loan period is exceeded, fees are payable in accordance with the Fee Policy for the University Library at RWTH Aachen. The payment obligation does not depend on a reminder notice having been sent.
- (3) The Library may request the return of a book or media item prior to expiry of the loan period if this is necessary for operational purposes.

§ 13 Loan period extension and pre-ordering

- (1) The loan period can be extended by request prior to expiry. The loan period cannot be extended if the book or media item has been pre-ordered by another person. No extensions are possible beyond the period of validity of the library card.
- (2) Borrowed books and media items can be pre-ordered via the catalogue, or alternatively by written letter or e-mail application, or in person. Information regarding the borrower will not be given out.
- (3) The loan period extension and pre-ordering options may be restricted by the Library for good cause.

§ 14 German and international loan service

- (1) Books and media items not available locally can be ordered through the Library from an external library via the German or international loan service. Interlibrary loans take place in accordance with the terms of the currently applicable Regulations on Interlibrary Loans in the Federal Republic of Germany (Leihverkehrsordnung), international agreements and specific conditions (such as loan periods and user restrictions) imposed by the lending library. Uncollected orders will be returned no later than the date of expiry of the loan period.
- (2) The interlibrary loan service is subject to a fee. Interlibrary loan fees are processing fees that are incurred even if an ordered item cannot be delivered. They are charged in accordance with the Regulations on Interlibrary Loans and the supplementary regulations of the state of North Rhine-Westphalia. Costs and outlays that are not covered by the flat rate processing fee, such as for insurance and special forms of shipment, must be reimbursed in addition.
- (3) The Library shall make its collections available to the German and international interlibrary loan service in accordance with the terms of the currently valid Regulations on Interlibrary Loans and the terms of these Library Regulations.
- (4) The reference stock is excluded from active interlibrary lending.
- (5) The Library may impose particular conditions for the lending of returnable items through the interlibrary loan service. Examples of these conditions include reduced loan periods, use only in the reading rooms or prohibition on copying.

§ 15 Computer use

- (1) The provisions of the current version of the Network Code of Conduct of RWTH including all relevant conditions of the Center for Computing and Communication of RWTH are applicable.
- (2) Computer workplaces must not be used for purposes unconnected to the Library. In the event of heavy demand the use of equipment may be made subject to a time limit.
- (3) Excessive or systematic copying of online information is forbidden. The installation or downloading of software is also forbidden.
- (4) Instructions for the use of equipment, databases and internet services must be complied with. Users are forbidden from making any modifications to system settings, network configurations and software.
- (5) The User is liable for damage caused as a result of equipment or Library books and media items being tampered with or otherwise used in an unauthorised manner. Defects in equipment and books and media items detected prior to and during use must be immediately reported to the Library staff.
- (6) The Library will not accept liability for any damage to equipment, programs or files resulting from technical or other faults.

§ 16 Reproductions

- (1) As long as no practical or legal reasons exist to preclude this, photocopies may be made of items in the Library's collections.
- (2) If the Library declares a particular book or media item to be particularly valuable or subject to special conservation requirements, copies may only be made by the Library itself. Costs and outlays must be reimbursed to the Library.

§ 17 Observing copyright

- (1) Users are responsible for observing copyright regulations in connection with the use of printed materials, other media and digital information. The licensing conditions applicable for the use of electronic information must be strictly observed.
- (2) If claims are made against the Library by third parties for violation of copyright regulations, the User responsible for the violation is obliged to indemnify the Library against all claims.

§ 18 Exclusion of liability

- (1) The Library accepts no liability for loss or damage arising as a result of inaccurate, incomplete, undelivered or delayed user and information services unless the loss or damage was caused intentionally.
- (2) The Library accepts no liability for the accuracy of the content of the books and media items it makes available.
- (3) The Library accepts no liability for the loss of or damage to personal property.

§ 19 Entry into force

These Library Regulations shall enter into force on the day after their publication in the Official Announcements of RWTH Aachen University.

The Library Regulations of 23 August 1977 (Official Announcements of RWTH Aachen, No. 122), amended by Senate Resolution of 23 May 1996 (Official Announcements of RWTH Aachen, No. 445) shall cease to be effective as of the same date.

Issued on the basis of the decision of the office of the Rector of Rheinisch-Westfälische Technische Hochschule Aachen (RWTH) of 21 July 2009 after approval by the University Library steering committee.

In Aachen on 10/10/2010

The Rector
of the Rheinisch-Westfälische
Technische Hochschule Aachen
signed Schmachtenberg
Univ.-Prof. Dr.-Ing.
E. Schmachtenberg

Official Announcement
Published behalf of the Rector of Department 1.1 of
Division 1.0 of RWTH Aachen University,
Templergraben 55, 52056 Aachen

RWTH Aachen has enacted the following regulations on the basis of Article 2 Para. 4 of the Act governing Higher Education (Hochschulgesetz – HG) of 31 October 2006 (GV. NRW. 2006, p. 474), which was last amended by Article 2 of the Act governing the Establishment of Higher Education Institutions for the Health Professions in North Rhine-Westphalia of 8 October 2009 (GV. NRW. 2009, p. 516).

§ 1 Mission of the University Library

(1) The University Library is a central institution of RWTH Aachen University. Its main function is to support research, teaching and learning at the University. In addition, the library's facilities are open to members and affiliates of other universities and interested members of the public.

(2) The Library fulfils its mission in particular by

- a) Providing an up-to-date literature stock for lending that meets the needs of the University
 - b) Receiving collections of material that is deemed worthy of archiving and making it available for use in a suitable manner
 - c) Licensing digital information for the University and providing access to it via the data network
 - d) Providing access to the collections of other libraries through interlibrary lending
 - e) Supporting study in the library through provision of modern workspaces and non-circulating open shelf stock
- Providing training in the skills required to use this range of services is an important part of the Library's remit.

§ 2 Admission

(1) Anyone wishing to use services of the Library must register for admission. Registration establishes a relationship of use between the User and the Library under public law that is regulated by the current version of the Library Regulations. The reading rooms may be used without the need for registration.

(2) The following persons have the right to register:

- a) Members and affiliates of RWTH Aachen University
 - b) Members and affiliates of the Fachhochschule Aachen
 - c) Members and affiliates of Forschungszentrum Jülich
 - a) Students and postgraduate students of the German Research School for Simulation Sciences (GRS)
 - d) RWTH professorial chairs represented by their holder, the institute management or an authorised employee
- (3) Article 5 remains unaffected.
- (4) On application, the following persons may be registered:
- e) Other persons with their place of residence in the Federal Republic of Germany and in the surrounding area of Aachen
 - f) Minors who have reached the age of 16, with the written consent of their legal representative. By registering they undertake to fulfil all requirements arising out of the relationship of use.

(5) Registration may be made subject to a time limit on factual grounds.

(6) These Library Regulations also apply to unregistered visitors when they access the Library.

(7) In order to ensure the fulfilment of its mission as set out in Article 1, the Library management may adapt the conditions of use for different user groups, in particular loan periods and the number of items that may be borrowed at the same time. The regulations will be posted on Library notice boards and on the Library's website.

(8) Applications for registration must be made in person. Applicants must present a valid identity card or passport, plus a current certificate of residence along with the latter. In addition

- a) Students at RWTH must provide their matriculation number
 - b) Employees of RWTH must provide their RWTH personnel number
- (9) In the case of institutional registration in terms of Article 2 paragraph 2 e) the application must be made in person by the holder of the professorial chair, the institute management or an authorised person. The applicant will be required to present his or her identity card or passport. If the application is made by an authorised person, in addition the identity card or passport of the holder of the professorial chair plus the authorisation must be submitted.
- (10) On registering applicants will be given a library card.

§ 3 Processing, transmission and storage of personal data in the University Library

(1) The Library stores the data listed below on its data processing system. In the case of students of RWTH Aachen University the Library uses the data transmitted to it by the office responsible for enrolment. The Library stores the following data:

Name, address, e-mail address, date of birth, sex, matriculation number, library user number, user status, faculty, date and place of admission, date of last borrowing activity, date and reason for blocks on borrowing privileges and the date of issue of items borrowed, loan period end dates, date of loan period extensions, return date, pre-bookings and reservations with relevant date, origination date and amount of charges, replacements and outlays.

(2) In the case of persons employed at RWTH the Library uses data from the University's TIM user management system.

(3) The Library deletes its stored data once it is no longer required.

§ 4 Termination of use

(1) The relationship of use expires when the conditions for admission are no longer met, in particular:

- a) In the case of students, when they de-register from the University
- b) In the case of members and affiliates in terms of Article 2 paragraphs 2 a) – c), when their membership or affiliate status ceases
- c) In the case of users in terms of Article 2 paragraph 5, i.e. subject to time limits, upon the expiry of their library card
- d) Upon application for early release from the relationship of use
- e) Upon death
- f) Through exclusion in terms of Article 5

(2) Unsettled liabilities arising out of the relationship of use shall remain effective. This shall apply in particular to the obligation to return items and pay charges.

(3) The library card must be returned.

§ 5 Exclusion from use

(1) Anyone found to have repeatedly or seriously violated these Library Regulations or any other instructions issued by the Library may be wholly or partially excluded, either temporarily or permanently, from using the Library. The decision on exclusion shall be made by the library management.

(2) Anyone who does not return overdue items or who does not pay fines shall have their borrowing privileges revoked with effect from the 30th calendar day after the due date until all obligations have been fulfilled. The library management is entitled to make exceptions.

§ 6 Rights and obligations of Users

(1) Anyone authorised to use the Library is entitled to the services specified in these Library Regulations. Article 2 paragraph 7 remains unaffected.

(2) He or she is obliged to refrain from any conduct in the Library that runs contrary to the orderly functioning of the Library's operations and shall, in particular, refrain from disturbing others or doing anything that represents a danger to persons, buildings or equipment.

(3) Instructions given by the Library staff for the orderly use of the Library must be followed. Users must prove their identity on request.

(4) Items that could be used to remove library property, in particular coats, bags, briefcases, umbrellas and luggage, are not allowed to be taken into designated areas of the Library and must be deposited in the facilities provided for this purpose. The details are stipulated in the instructions for use of lockers and cabinets, which are binding on Users, which are posted on Library notice boards and on the Library's website.

(5) In the general interest, silence must be observed in all rooms available for use at the Library. The use of mobile phones, smoking, eating and drinking – with the exception of water in designated areas – is not permitted. Animals may not be brought into the Library.

(6) The Library's books and also items procured via interlibrary loan must be handled with care. Annotation, marking and underlining is not permitted. Obvious damage must be notified to the Library staff. Users are forbidden from remedying damage themselves or having damage remedied without authorisation.

(7) The work equipment and devices provided, in particular personal computers, must only be used within the scope of their intended purpose. Damage and defects must be immediately reported to the Library staff. Any tampering with equipment, in particular computers, programs or the Library's databases, including through unauthorised network use, may result in exclusion from use of the Library and, where applicable, legal action. The provisions contained in Article 15 apply.

(8) All books and media items brought into the Library must be clearly shown for inspection when entering and leaving the reading rooms.

(9) If books or media items are damaged or lost the User must pay compensation. In addition charges will be levied for administrative costs, the amount of which shall be calculated in accordance with the Fee Policy for the University Library at RWTH Aachen of 10 October 2010 (RWTH Official Announcement No. 2010/079, p. 1 - 4).

(10) Any change of name or address must be notified to the Library without delay. If RWTH specifies other options for special user groups for communicating name or address changes, these may also be used. Users will be liable if any costs or detriment is incurred by the Library as a result of non-compliance with this provision.

(11) The library card should be looked after carefully. Its loss must be notified to the Library without delay. The holder is liable for any misuse of the card up until the time its loss is notified.

§ 7 Fees and outlays

The Library collects fees, charges and reimbursement of outlays in accordance with the Fee Policy for the University Library at RWTH Aachen.

§ 8 Opening hours

The opening hours are fixed by the University Library management in agreement with the Rector. They are published on a notice board at the Library and on the Library's website.

§ 9 Using the Library

(1) Books and media items in the open shelf areas can be taken off the shelves and consulted at the reading desks. Stock kept in closed stacks is not directly accessible. Items will be made available on prior request.

(2) Reference collections are primarily for use within the Library; short term loans can generally be arranged.

§ 10 Loan service

(1) All books and media items in the Library that do not come under the restrictions contained in Article 11 may be borrowed for use outside the Library.

(2) Users must present their library card when they borrow items. They are obliged to check the lending slip to ensure the details are complete and accurate.

(3) If items have not been properly booked out they must not be removed from the Library.

§ 11 Lending restrictions

(1) Excluded from external lending are books and media items that for reasons of availability, stock security or handling, or for legal reasons, are non-circulating stock, in particular:

- a) Books and media items of special value or age
 - b) Books on interlibrary loan, if the supplying library requires this
- (2) The Library has the right to exclude books and media items other than those mentioned in paragraph 1 from lending if there is adequate reason.