

Library Regulations of Kaiserslautern University

from 15.04.2021

Based on § 7 paragraph 2 number 3 in conjunction with § 76 paragraph 2 number 5 of the Higher Education Act (HochSchG) in the version of September 23, 2020 (GVBl. p. 461), last amended by § 31 of the Act of December 17, 2020 (GVBl. p. 719), BS 223-41, the Senate of Kaiserslautern University of Applied Sciences adopted the following library regulations on April 14, 2021. They are hereby publicly announced in accordance with § 7 paragraph 6 HochSchG.

Contents

§ 1 Structure and Tasks of the University Library

§ 2 Management of the University Library

§ 3 Budget

§ 4 Acquisition Guidelines

§ 5 Admission to use

§ 6 Opening Hours

§ 7 Liability

§ 8 Forms of library use

§ 9 Presence use, short loan

§ 10 Local lending

§ 11 Interlibrary loan

§ 12 Semester collections

§ 13 Fees

§ 14 Reservation of media

§ 15 Copyright

§ 16 Exclusion from use, domiciliary rights

§ 17 Entry into force, expiry

§ 1 Structure and Tasks of the University Library

(1) The University Library is an operational unit (central institution) of Kaiserslautern University of Applied Sciences under the responsibility of the Senate according to § 90 paragraph 2 sentence 1 HochSchG. It is divided into the locations Kaiserslautern, Pirmasens and Zweibrücken.

(2) The university library provides the members of Kaiserslautern University of Applied Sciences with literature in printed and digital form, hereinafter referred to as "media", within the framework of teaching, study, research and university continuing education. With its holdings, it also serves the local and supra-local supply of literature.

(3) The university library fulfills its tasks by

- a) procuring the media in accordance with § 4
- b) indexing its holdings in catalogs in accordance with uniform national rules in order to facilitate formal and objective access
- c) making the media available for use in the library rooms; the head librarian decides on the location of the holdings
- d) lends out parts of its holdings for use outside the library
- e) acquires and manages licenses for online media
- f) procures media from other libraries which are not available in the university library (interlibrary loan)
- g) provides oral and written information on the basis of its holdings and catalogs, as well as other general information services
- h) guides users in the search for and acquisition of information.

§ 2 Management of the University Library

(1) The University Library shall be headed by a member of the Presidential Board of the University in accordance with the schedule of responsibilities. The member of the Presidential Board may assign the overall management of the library to a librarian and appoint a librarian manager for the sub-libraries on the campuses.

(2) The minimum qualification required for the full-time overall management of the university library shall be that of a senior librarian. The full-time library director shall be the supervisor of all employees and shall make decisions in all library matters. The University Library is represented within the President's Office and on non-library boards and committees of the University by the appropriate member of the President's Office. This member may be represented by the full-time general librarian. The full-time library director represents the university library in professional library

organizations. It supports the Presidential Board in representing the university library in public affairs.

§ 3 Budget

(1) The University Library manages the budget allocated by the Senate for the procurement of general, interdisciplinary and library-specific media, library materials and equipment as well as the employment of auxiliary staff (University Library budget). For this purpose, the general library management shall prepare an annual draft budget for submission to and approval by the President's Office.

(2) The overall library management shall prepare recommendations for the long-term expansion of the library in terms of media stock, staffing and equipment, as well as the use of information technology.

(3) The departments shall determine their budget for media procurement from the budget funds allocated to them. The number of students per department, taking into account the average prices of the media in the respective subject groups, shall serve as orientation for the annual determination of this budget for media procurement. The university library carries out the procurement of media with the funds of the departments on their order. The University Library shall record expenditures separately by department and prepare expenditure summaries.

(4) The funds pursuant to paragraph 3 shall not be available for the purchase of media,

a) which are to be used permanently by individual university employees at their workstations; this also applies to the purchase of electronic media which can only be used on a specific computer (single-user licenses),

b) which are to be stored permanently in the laboratory,

c) which serve university administration purposes.

§ 4 Acquisition Guidelines

(1) Media are generally acquired through the University Library. Proposals for acquisition may be made by all users.

(2) When selecting media, the principles of basic library equipment, timeliness, consideration of current and foreseeable future needs, and economic efficiency are to be observed. The balance of the media stock for all subject areas shall be ensured. To continue to ensure that an adequate

textbook collection is made available. Incoming donations shall be added to the collection according to the same criteria.

(3) The overall library management shall ensure that the collection is built up in accordance with the acquisition guidelines. They assist the departments in the selection of specialized literature by making suggestions and forwarding user requests.

(4) The selection of general, interdisciplinary and library-specific media is the responsibility of the overall library management.

(5) Media acquired by the University Library are the exclusive property of the University. This also applies to media acquired through third-party funding in the context of research projects.

(6) The University Library shall segregate library materials that have become dispensable or unusable, with special consideration of the segregation proposals of professors.

§ 5 Admission to Use

(1) The use of the University Library within the meaning of these Library Regulations is open to all persons authorized to use the library (users). Registration is required for admission to use.

(2) Members of Kaiserslautern University are entitled to admission to use the university library. They receive a library card with the CampusCard and accept the library regulations when applying for the CampusCard. This applies accordingly to other members of Kaiserslautern University, provided they are entitled to use the library.

(3) Persons who are not members or other affiliates of the university may be admitted as external users upon presentation of their identity card and the recording of their data. Minors must present written consent from a legal representative. The applicant undertakes in writing to comply with the library regulations.

(4) When registering, the required data will be recorded and used in automated form exclusively for internal library purposes. Users may request information about the relevant data at any time. Changes of name and address are to be reported to the university library without delay. The required administrative data of university members shall be collected from the central university administration system.

(5) The library card must be presented for each borrowing and is not transferable. Borrowing can only be done in person or by an authorized person.

(6) Students and enrolled doctoral candidates of Kaiserslautern University must return borrowed media and balance their fee account upon request before exmatriculation. The exmatriculation will only be executed by the Registrar's Office if a confirmation of discharge from the University Library is available.

(7) When employees leave the service of Kaiserslautern University, borrowed media must be returned in advance. The University Library will also confirm the discharge for this group of persons. If borrowed media have not been returned after the expiration of a period of four weeks following the termination of employment at Kaiserslautern University of Applied Sciences, the media will be invoiced according to a compensation fee pursuant to § 7 paragraph 2.

(8) The data of members or other relatives of the university will be deleted no later than two years after they cease to belong to the university; for external users, the same period applies starting from the end of the validity of the library card.

§ 6 Opening hours

(1) The regular opening hours are announced by notice and on the website of the University Library. They are decided by the overall management in agreement with the Presidential Board.

(2) Outside the regular opening hours, access to the library rooms is only permitted by arrangement and in the presence of the library staff.

§ 7 Liability

(1) All media are to be handled with care. Entries and underlining of any kind as well as any other changes to the media are not permitted. Users are liable for borrowed media; they must inspect the condition of the library materials upon receipt and report any existing damage immediately. If no notification is made, the user must prove in the event of a dispute that the library item was already taken over in a defective condition.

(2) In the event of damage, retention or loss of media, users are obligated to notify the University Library immediately and to compensate for the damage in the form of monetary compensation, if necessary up to the amount of the replacement value. An additional fee will be charged for the administrative work associated with replacement in accordance with the State Ordinance on Fees in

the Fields of Science, Continuing Education, and Research (Special Schedule of Fees), as amended. The compensation for value paid shall not be affected by a subsequent return of the library property.

(3) Kaiserslautern University of Applied Sciences is not liable for lost, damaged or stolen objects or valuables of the users.

§ 8 Forms of Library Use

(1) The University Library offers media and services for use. A distinction is made between presence use (within the library rooms), local lending and interlibrary lending.

(2) As a rule, the holdings can be borrowed for use outside the library. Exceptions to this are reference collections, e.g., reference works, loose-leaf collections, standards and regulations, periodicals and newspapers, as well as other media whose safeguarding or preservation requires this. The head librarians decide on this.

§ 9 Presence use, short-term lending

(1) Bags and similar containers as well as coats and similar items of clothing may not be taken into the shelving and reading room areas; they are to be kept in the checkroom area. The contents of bags, containers and coats taken into the shelving and reading room area without authorization must be presented upon request when leaving the library.

(2) Quiet is to be maintained in all library rooms, especially in the reading rooms, in the common interest of all users.

(3) Smoking, eating and drinking as well as using the telephone in the library rooms is not permitted.

(4) Works from the closed stacks, from external libraries and such works that may only be used within the library rooms (§ 8 paragraph 2), which have been made available for the reading room at the request of the user, will be issued upon deposit of the library card or the CampusCard.

(5) Certain media from the reference collection may be borrowed at short notice. This is permitted one hour before closing of the library until the next opening day two hours after opening.

(6) All technical equipment must be handled with care. Changes to the specified installations are strictly prohibited. Likewise, rearranging the library inventory or furnishings is not permitted.

(7) The instructions of the library staff or the staff assigned by them must be followed.

§ 10 Local lending

(1) The loan period is generally three weeks. Students writing their final thesis are granted a special loan period of two months for the loan stock upon presentation of proof. Staff members have a loan period until the end of their contract; student assistants are excluded from this regulation. For individual media, the overall management may set a different loan period.

(2) The user shall ensure that the borrowed media are returned in due time, even if he or she is personally prevented from doing so.

(3) If a work is not reserved or outstanding fees are to be paid, the loan period can be extended up to eight times by three weeks each. After the maximum number of extensions has been reached, the item must be presented to the library.

(4) The maximum number of loan items may not exceed 25 for students and external users and 60 for employees.

(5) For research projects of staff members, the loan quota may be increased for a limited period of time after approval by the overall management.

(6) For auditing purposes, all borrowed media must be presented to the University Library upon request.

§ 11 Interlibrary Loan

(1) Media which are not available in the Kaiserslautern University Library can be ordered from external libraries according to the regulations of the currently valid German Interlibrary Loan Regulations (passive interlibrary loan).

(2) The user will be notified when the ordered interlibrary loan medium has arrived. Even if the item is not picked up, the user must pay any interlibrary loan fees that have accrued.

(3) When using interlibrary loan media, the loan periods and specifications of the supplying library are decisive.

(4) The user shall ensure that the interlibrary loan media are returned on time. If the loan period is exceeded several times, the university library may stop lending interlibrary loan media to a user and determine the user's presence in the reading room.

(5) The University Library shall send media requested by external libraries within the framework of the German Interlibrary Loan System in accordance with the regulations of the German Interlibrary Loan System (active interlibrary loan).

§ 12 Semester collections

In consultation with the library management, selected media can be made available for a certain period of time in the rooms of the library to support the implementation of courses within the framework of semester collections. Special conditions of use can be determined for these media during this period.

§ 13 Fees

(1) Late fees and administrative charges shall be levied on the basis of the State Ordinance on Fees in the Business Sector of the Ministry of Education, Science and Continuing Education (Special List of Fees) as amended from time to time. Late fees are also due without a reminder being sent. A special notice at the library locations informs about the amount of the applicable fees.

(2) Costs and fees incurred in connection with orders for external loans with the making of copies, or with special information transmissions, shall be borne by the users, as well as postage fees for necessary or requested communications.

(3) In the case of outstanding fees, loan extensions of overdue media and the loan of further media are not possible.

§ 14 Reservation of media

(1) Reservations for borrowed items are possible. Reservation requests will be accepted and executed by the staff of the respective location library on site, by telephone or by e-mail.

(2) Media that have arrived will be marked in the user's library account as ready for pickup. As a rule, an additional notification is sent by e-mail, provided that the user has a current e-mail address.

(3) If a work that is ready for pickup is not picked up within five opening days, it will be available again to other users.

(4) Information about who has borrowed or reserved a work will not be provided for reasons of data protection.

(5) If employees have reserved items for borrowing, the media must be returned to the library within one week.

§ 15 Copyright

(1) It is permitted to make copies of the library's media or have them made. This also applies to media made available through interlibrary loan. However, copies or other reproductions may only be made for personal use within the meaning of the Copyright Act (UrhG) as amended.

(2) The user is responsible for observing the applicable copyright or personal rights regulations when making copies from media provided by Kaiserslautern University of Applied Sciences.

(3) If a claim is made against Kaiserslautern University for violation of copyright or licensing regulations due to the conduct of users, the user is obligated to indemnify Kaiserslautern University.

§ 16 Exclusion from use, domiciliary rights

(1) If a user belonging to the university seriously, in particular repeatedly, violates the provisions of these library regulations, he or she may be temporarily excluded from using the university library by the general management of the university library. The exclusion shall be made in writing, stating the reasons, and shall be accompanied by instructions on how to appeal. An appeal against the exclusion can be lodged with the President of Kaiserslautern University of Applied Sciences within one month after notification of the decision.

(2) Permanent exclusion can only be effected by the Presidential Board; for students, the regulations of the Basic Regulations and § 69 HochSchG apply.

(3) In the university library, the President's domiciliary rights are exercised by the overall management or by the persons appointed by the President to run the library.

§ 17 Entry into force, expiry

These library regulations come into force on the day after their publication in the University Gazette of Kaiserslautern University. At the same time, the Library Regulations of Kaiserslautern University Library (University Gazette No. 09 of January 31, 2014, p. 2) and the Library Regulations of Kaiserslautern University Library of May 21, 2015 (University Gazette No. 19 of May 29, 2015, p. 3) shall expire.

Kaiserslautern, 15.04.2021

Prof. Dr.-Ing. Hans-Joachim Schmidt

President

Kaiserslautern University of Applied Sciences