

# Library Regulations for the libraries in Graz, Kapfenberg, and Bad Gleichenberg

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## 1 Purpose

The libraries of FH JOANNEUM Gesellschaft mbH (hereinafter: **FHJ**) provide members of the university and the interested public with the literature they require. These library regulations govern the conditions of use of the FHJ libraries (hereinafter: **library**).

## 2 Scope and Definitions

The library regulations apply to all persons who use the services of the library as well as the library equipment and media (hereinafter: **users**). The term "**library equipment**" refers to the library's equipment and infrastructure. The term "**media**" includes the physical stock (books, journals, DVDs, etc.) of the library. The term "**electronic media**" includes digital holdings (online databases, e-journals, e-books, etc.).

## 3 Use Policy

### 3.1 General

#### § 1 General information

The library is a service department of FHJ and as such supports research, teaching and studies at FHJ, and is also open to the public. Apart from some marked items, most of the media held by the library may be borrowed.

#### § 2 Fees

The current fee schedule can be found on the FHJ library website:

<https://www.fh-joanneum.at/en/university/services/library/>

#### § 3 Use and borrowing, restriction and revocation of authorisation

All registered users are permitted to use the various services of the library (including but not limited to borrowing).

Members of FHJ (students and employees) are automatically registered for the period of study/employment and have accepted compliance with the library regulations by signing the student agreement or employment contract.

External users must fill in and sign a master data sheet acknowledging the library regulations, provide proof of identity (official photo ID) and pay a one-time fee for the library card in accordance with the current fee schedule. Persons under the age of 18 and persons who are not legally competent must submit a declaration of consent and liability signed by their parent or (court-appointed) guardian. External users must immediately report any change in their personal data (name, email address,

address, etc.). External users may cancel their registration at any time by sending an email to [bibliothek@fh-joanneum.at](mailto:bibliothek@fh-joanneum.at). The cancellation will only become effective after all outstanding fees have been paid and all borrowed items have been returned.

The library card is not transferable.

This authorisation for use may be restricted (e.g. withdrawal of the right to borrow) or revoked (see also § 16 below) for good cause, in particular in the event of violations of these library regulations.

#### § 4 Data storage and data protection

Information on data storage and data protection can be found on the FHJ library website: <https://www.fh-joanneum.at/en/university/services/library/>

#### § 5 Opening times

Opening times are posted on the homepage and at the entrances:

<https://www.fh-joanneum.at/en/university/services/library/>

The library is closed on Sundays, public holidays and on 24 and 31 December.

#### § 6 Duties and liabilities of the users

In order to protect the equipment and media, eating and drinking is not permitted in the library. Users are expected to work quietly in the reading rooms, in a manner conducive to study.

Users are liable for any damage to the library's equipment or media. Examples of damage include underlining or writing directly on print media. Damaged or lost media must be reported to the library staff and in principle replaced. The library will determine the type, amount and method of replacement. Should the media no longer be commercially available, the user will be required to compensate the library for the full value of the loss.

It is the responsibility of the users to manage their loans via their personal library account and to check for messages from the library sent to their registered email address.

The user shall be responsible for complying with all legal regulations (including but not limited to copyright regulations).

The use of and access to electronic media shall be subject to the relevant license agreements.

Users must reimburse FHJ for all costs incurred in connection with their unlawful use of media and electronic media, and to indemnify FHJ against any losses or claims.

The FHJ House Rules apply, available at:

<https://www.fh-joanneum.at/en/university/organisation/notifications/general-terms/>

Items borrowed from the library must be returned and any outstanding fees settled before the user completes their degree programme or ends their contract of employment at FHJ. This regulation also applies to students who do not complete their courses.

#### § 7 Liability of the library

The library shall not be liable for loss or damage to any property or valuables taken into the library. FHJ is not liable for damages arising from any incorrect, incomplete, delayed or cancelled library services.

### **3.2 Using media within the library**

#### § 8 Open access area

The media in the open access area are freely available and may be taken by the users.

### § 9 Reference collection

Reference works cannot be borrowed and can only be used in the rooms of the library. The head of the library may exclude individual items or certain parts of the collections from being borrowed or used if there is a good reason to do so.

### § 10 Workstations

The computer workstations are primarily intended to be used for scientific purposes. Use of the computers is subject to the FHJ IT Regulations as amended from time to time, which are available at: <https://www.fh-joanneum.at/en/university/organisation/notifications/general-terms/>

## **3.3 Using media outside the library**

### § 11 Borrowing

Media may be borrowed by all those authorised to use the library. Media may only be checked out at the borrowing desk, either by library staff or using self-checkout.

The library is entitled to contact all registered users as necessary, for example, where another user wishes to look at items or copy parts of items which are currently on loan to the user. Contact details will not be shared without the written permission of the users involved. Emails are accepted as constituting written form.

### § 12 Loan periods and number of items that can be borrowed at one time

The following loan periods apply to the different user groups:

Group 1: FHJ employees	365 days	100 items
Group 2: FHJ students in their last year and external lecturers	56 days	20 items
Group 3: FHJ students and graduates, external persons	28 days	15 items

Persons in Group 1 shall ensure that the items they have borrowed remain accessible and shall make them available to other users who wish to look at and/or copy parts of the media within the shortest reasonable time. In justified cases, the library has the right to recall an item prior to the expiry of the loan period.

In principle, the loan period can be repeatedly extended, to a maximum of four times the initial loan period. Before granting a renewal, the library has the right to view the item in question. An item may only be renewed if it has not been reserved by another user. Permanent loans are not possible.

### § 13 Returning items

Upon expiry of the loan period, items on loan must be taken to the library's loan desk. Outside opening hours, returned items may be placed in the return box.

### § 14 Consequences of delay or failure to return items / reminder

Users late in returning items are required to pay fines for late returns on a per item and per day basis from the first day after the loan period has expired, as specified in the current fee schedule. Borrowers are sent a first written reminder, with a second written reminder issued one week after the loan period has expired.

The costs of non-return increase two weeks after the loan period has expired: a one-off additional amount becomes payable as specified in the current fee schedule. Borrowers are issued with a third written reminder.

When the items are not returned despite the written reminders, a law firm will be instructed to recover all the incurred costs from the defaulting user.

For as long as the item on loan is not returned after the expiry of the loan period, and as long as there are outstanding fines to be paid, the user may not borrow other items or be granted renewals.

In principle, the costs are deemed to have been incurred even without, or without receipt of, a written reminder.

### **3.4 Special provisions**

#### § 15 Interlibrary loans

The FHJ library may order items from other libraries based on an interlibrary loan request submitted by the user.

Interlibrary loans are subject to the lending library's loan periods. The item may only be renewed upon approval of the lending library. Renewal requests may only be submitted by the FHJ library. Any costs incurred, including costs for non-collected items, are charged to the user who made the interlibrary loan request.

#### § 16 Violations of the library regulations

Violations of the library regulations can be punished by the head of the library by revoking the authorisation for use; serious violations may lead to the permanent withdrawal of the permission to use the library. The FHJ management will be informed of such violations.

#### § 17 Entry into force

These library regulations shall come into force with effect from 1 January 2023. They can be amended at any time by the FHJ management in consultation with the head of the library. The previous library regulations shall cease to apply from the date of entry into force of these library regulations.