

## Library Regulations Steyr Campus

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## §1 Purpose and Scope

1. The library regulations specify the terms of use for all users of the Steyr Campus library.
2. The library regulations are part of the currently valid campus rules.

## §2 Library Services

1. Acquisition, indexing and provision of all media used in teaching and research at the Steyr Campus.
2. General information concerning library usage, research and bibliographic questions.

## §3 Opening Hours

1. The opening hours can be found at the [opening hours page](#) online.
2. The library is closed during semester break in the summer and Christmas, as well as for other organizational reasons. All changes to the standard opening hours are posted on the opening hours page online as well as in physical form at the library

## §4 Rights of usage

1. University personnel as well as students have automatic rights of usage and an automatic library account from the beginning of their time at the university, after attending a compulsory instruction at the start of the semester or the beginning of their contract.
2. Alumni of the Steyr Campus can stay library users after graduating.
3. In addition to members of the University, all persons over 18 who want to make use of the library and its services are welcome to register as a guest user. The deposit for a library card is € 15. It is necessary to arrange an appointment at [bibliothek@fh-steyr.at](mailto:bibliothek@fh-steyr.at) to register.
4. Starting with the registration, all library accept the current house and library rules.
5. If the house and/or library rules are broken, the admission can be temporarily or entirely revoked by the library staff.

6. All members of the University (students and staff) need a library clearance to be able to graduate or end their contract.

## **§5 Behavior in the library**

1. The house rules are also to be followed in the library.
2. Eating hot, smelly or otherwise distracting food is not allowed inside the library.
3. Drinking is only allowed if the container is spill-proof and is remains closed when transported or stored at the desks.
4. Making phone calls, holding longer conversations and playing music is not allowed inside the library.
5. Electronic devices have to be put in silent mode.
6. Taking overly big bags/items, umbrellas or animals (with the exception of guide dogs and assistance dogs) inside the library is not allowed.
7. Bringing objects into the library, which could endanger people/objects or interfere with library operations, is prohibited.
8. Reserving workspaces is allowed only after consulting with the library staff and is decided on a case-by-case basis.
9. To maintain the security of the library collections the library staff is authorized to open and inspect any bags and other containers in which information media could be concealed.
10. It is not allowed to mark the library inventory with any kind of pen/marker/pencil or to fold pages of books.
11. Damage of library inventory is to be reported to the library staff immediately. Additionally to the replacement price, the library charges a handling fee of € 10.
12. When copying library inventory, the reader is subject to the copyright. (see § 42 UrhG).

## §6 Acquisition of media

1. University staff can place orders for media via e-mail according to the budget for buying literature of their respective study program. All orders have to be approved by the head of studies of the respective program.
2. Students can place recommendations with the head of studies of their study program, who will decide if they want to place the order.
3. Prior to placing an order it has to be assured that the considered medium is not already part of the library inventory.
4. The orders should contain the full bibliographical information of the media.

## §7 Borrowing media

1. All students and staff of the university automatically have a library account.
2. Borrowing is free of charge.
3. The library staff reserves the right to decide over the borrowing eligibility in individual cases.
4. Borrowing/Returning of media is possible through the self-service desk or through the library staff.
5. All media except the presence inventory can be borrowed.
6. Presence inventory is marked as such on the respective shelves.
7. The borrower has the full responsibility for the borrowed media.
8. It is not allowed to lend media to a third person without notifying the library staff about it.

## §8 Lending periods

1. Lending periods for Students/Guest readers:  
Books/Media located in the Magazin: 4 weeks  
MA/BA theses located in the library, Journals starting Year 2020: 5 weekdays
2. Lending periods for full-time lecturers and professors:  
Books/Media located in the Magazin: 2 years  
MA/BA theses located in the library, Journals starting Year 2020: 5 weekdays

3. Lending periods for research/administrative staff and part-time lecturers:  
Wissenschaftliche und administrative MitarbeiterInnen/Nebenberuflich Lehrende:  
Books/Media located in the Magazin: 6 months  
MA/BA theses located in the library, Journals starting Year 2020: 5 weekdays
4. Media can be prolonged for the respective lending period if the book is not reserved for another library user.
5. Due to the long lending periods of full-time professors, they are required to give students access to their borrowed books for insight.

### **§9 Returns and reminders**

1. If the due date falls on a day when the library is closed, the library system automatically prolongs the date until the next open day.
2. The library reserves the right to claim the return of all books (e.g. for stock-taking)
3. If media is overdue, the library user's account is locked. The user has to return the books directly with the library staff and pay the fines before the account is unlocked again.
4. Overdue fines are € 0,10 per medium and day. There are no overdue fines for media in the 5 weekday lending category.
5. As long as there are open fines on the users account, no lending is possible
6. The library user has full access to his online-account where they can prolong their borrowed media and place reservations on media currently borrowed by another user. Access to the online-account is through the library catalogue ("My Account").

### **§10 Research**

1. The physical and electronic inventory of all four Campus libraries can be searched online via the library search engine. It is linked on the library homepage.
2. Search field "Catalogue" -> Print Media (Books and journals), E-Books und E-Journals, BA/MA theses  
Search field "Catalogue plus" -> all Media of the „Catalogue“, full text articles from the databases and open access sources
3. Borrowed media can be reserved via the library search engine. When the medium is returned, an E-Mail is sent to the university E-Mail address and the medium is held at the library office for 7 weekdays.

## §11 Inter library loan

1. Inter library loan is available for all library users.
2. Before ordering, the user has to ensure that the requested medium is not available at the Steyr Campus library.
3. The following regulations apply.
  - 3.1 Inter library loan can only be used for professional, scientific or educational purposes.
  - 3.2 If the desired medium is still in print and costs less than € 11 it cannot be ordered via inter library loan.
  - 3.3 The lending periods are specified by the providing library.
  - 3.4 Inter library loans within the University of Applied Sciences Upper Austria Campus libraries is free of charge.
  - 3.5 Inter library loans from Austrian libraries cost € 2,50 per book.
  - 3.6 For orders from Germany/Switzerland the fee depends on the providing library (between € 9 and € 15)
  - 3.7 For orders outside the German-speaking countries, a case-by-case cost will be calculated.
4. Inter library loan orders have to be made via the order form linked on the Inter library loan site on the homepage. Orders via E-Mail are not accepted.

## §12 Data protection

1. The following personal data of our library users are processed: name, address, date of birth, telephone number, email address, gender, study programme/registration number, items borrowed/deadlines/fees, campus/location etc.. This is required for the administration of the library. Personal data is recorded in the library system and processed for the administration of media (procurement, borrowing, returns, reminders etc.). The data are transferred to the Austrian Library Network and Service Ltd, Vienna/Austria (OBVSG), which hosts the library system.
2. We save personal data at least for the duration of your studies and/or your employment at the FH Upper Austria and for longer if necessary in accordance with point (f) of Article 6(1) of the GDPR, to enable us to access the relevant student/employee's borrowing history to provide them with information. Personal data of external users are deleted 3 years after their last activity.
3. You can find further information – in particular concerning the rights of data subjects – in our Privacy Statement under <https://www.fh-ooe.at/en/data-protection/>

## §13 Document details

1. These library regulations are valid as of March 10<sup>th</sup> 2020.
2. They supersede all former library regulations.
3. The regulations are available online and at the library.
4. Changes in the regulations have to be made public in written form.