

EBS Universität für Wirtschaft und Recht Library Regulations

The following Library Regulations governing the use of EBS Library (Business Library and Law Library) have been approved by the University Senate:

1. Legal status

- a) The relationship between EBS Library and its users is governed by private law.
- b) On entering the Library all users are requested to observe the Regulations as set out below.

2. Purpose of the Library

The Library is an academic library serving the needs of teaching, learning, research and, where appropriate, other academic work, executive education and the collection of factual information.

3. Users

- a) The Library and its facilities are open to all members of EBS Universität.
- b) Members of other universities with a proven interest may also have access to the Library.

4. Admission to the Library

- a) All members of EBS (faculty, research assistants, doctoral candidates, registered students, participants on executive education programmes) as well as guest lecturers and staff at EBS Universität have the right to use the library without any formal membership.
- b) For students and members of staff the student or staff identity card acts as the library membership card.
- c) All other users not belonging to EBS Universität are required to identify themselves by presenting an identity card or prove of personal identification with photo (to be deposited at the information desk).
- d) All users are required to return all borrowed material at the end of the relationship. All outstanding obligations towards the Library must be settled.

5. Opening hours

Library opening hours will be posted on the University sites.

6. Use of Internet and IT resources

The regulations of the IT Department at EBS Universität apply to the use of Internet, network systems, workstations, multifunctional and other devices (e.g. Bookeye scanner).

7. Making copies, downloading and other reproductions

Copies and downloads must be for the user's personal use only.

It is the sole responsibility of the user to ensure compliance with legal requirements (e.g. copyright).

8. Library holdings

- a) As a rule Library materials may only be used on the Library premises. In justified, exceptional cases decisions will be taken by the Library Management.
- b) Students may borrow Library materials overnight. Loan periods and return times are posted on the University sites.
- c) Short loans may be refused in certain cases, if there are reasons to assume the user in question will not return the books on time.

- d) Journals, periodicals as well as loose-leaf publications and manuals may normally not be borrowed.
- e) Borrowed materials must be returned or sent back to the Library by the end of the loan period. The exact time of return is deemed to be the time when the borrowed material is back in the Library. Until then any materials issued are the borrower's responsibility.
- f) Fine rates for late returns are posted on the University sites.

9. Conduct in the Library

- a) Users are expected to respect the library environment as a place of study. Complete silence must be maintained in all areas.
- b) Overcoats, jackets, umbrellas and bulky possessions (rucksacks, laptop bags and cases, ring files, supermarket carrier bags, etc.) are not permitted in the Library. Lockers must be emptied on the same day by the time the Library closes.
- c) When leaving the Library, users are requested to voluntarily show Library staff all books, ring files, handbags, laptop cases, etc. they are carrying.
- d) Users are not permitted to smoke, eat or drink (exception: bottled water) on the Library premises. Mobile phones must be switched to silent mode.
- e) Animals are not allowed in the Library.
- f) All Library materials, property and equipment must be treated with due care.
- g) Do not write on, underline, mark or otherwise damage Library materials. Do not remove pages from loose-leaf collections and manuals.

10. Liability and Damages

- a) Loss or damage to Library property must be compensated in full by the user concerned even though he/she may not be directly responsible.
- b) The type and extent of replacement or compensation will be determined by the Library Management after due and proper consideration.
- c) In the event keys or locks to Library lockers are lost, EBS Library is entitled to request replacements.

11. Discipline and restriction/withdrawal of privilege to use

- a) Library staff are authorized to request Library users to identify themselves.
- b) Library staff are authorized to instruct users in accordance with these Regulations.
- c) The Library Management is authorized to restrict or withdraw the privilege of using or borrowing from the Library in the case of users who have seriously or repeatedly contravened Library Regulations.
- d) Serious breaches of Library Regulations will be referred to the University Executive Board that will decide on further action.

12. Coming into effect

These Library Regulations come into effect on 1.11.2013 and remain in force until replaced by new regulations.

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Issued by:



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