



FH-LIBRARY

LIBRARY RULES AND REGULATIONS

General information

- § 1 (1) The house rules and the library rules have to be observed
1. in the library at Wohlmuthstraße 22 / Inner courtyard, 1020 Vienna,
 2. at our location at Engerthstraße 191, 1020 Vienna,
 3. at our location Media Quarter Marx 3.4 (MQM), Maria Jacobi Gasse 1, 1030 Vienna,
- (2) The library cannot be held liable for any items taken into the library.
- (3) Contact: see www.fh-vie.ac.at/en/page/library

Opening hours

- § 2 (1) Opening hours are announced on the library homepage, under Library in Moodle and are displayed in the reading room.

Acquisition, inventory, and discarded media

- § 3 (1) The head librarian and the library staff are authorised to purchase UAS library media.
- (2) Staff and faculty of the University of Applied Sciences BFI Vienna (UAS BFI Vienna) can make purchase requests. Every acquisition for a particular study programme needs to be approved in advance by the respective programme director, for projects by the project coordinator, and for the administration by the head of the respective department.
- (3) To order print or e-media the suitable forms need to be filled in and submitted electronically to the library staff (bibliothek@fh-vie.ac.at). The forms can be found in the process management system at <https://promas.fh-vie.ac.at/ADONISNP/main.view#0> → SuP Infrastruktur → TP Bibliothek Beschaffung → SP Antrag auf Medienbestellung.
- (4) The library inventory is made available in the cabinets and shelves at the locations of the UAS BFI Vienna mentioned above. There are also library items that are stored in the offices of UAS staff and faculty.
- (5) The subject coordinators as well as the programme directors decide which media can be discarded. The list of items to be discarded are signed by the head librarian and passed on to the managing director who then decides on the final rejection of the inventories. These lists are then attached to the inventory report.

Code of Conduct

- § 4 (1) Every behaviour on the library premises that could disturb other library users' concentration is to be avoided.
- (2) Eating, drinking and telephoning in the library are prohibited.
- (3) Library media and library inventory are to be handled with the utmost care. Library users will be held liable for any kind of damage or misuse of library computers or the book scanner.
- (4) Library users are responsible for their own compliance with terms of use and copyright regulations.
- (5) Requests from the library staff need to be followed at all times in order to guarantee smooth operation.
- (6) If users fail to observe these regulations their right to use the library facilities can be restricted for a certain period of time.

Data storage and Data protection

- § 5 (1) The library uses electronic data processing to fulfil its tasks and does so in accordance with the General Data Protection Regulation (GDPR, German: DSGVO) and the Austrian Data Protection Law in their currently applicable versions. The library user agrees to the electronic storage of their personal data such as name, date of birth, gender, e-mail address and matriculation number for the purpose of library management. This user data will be processed by the library staff of the UAS BFI Vienna. None of this user data will be disclosed to third parties, unless it is requested by law or a contractual obligation of the UAS BFI Vienna. The above mentioned user related data will be processed in the library only for the time necessary to serve the mentioned purpose and only to the extent required by applicable law. The library will store user data until the expiry of limitation periods of legal claims or as long as the legal retention period requires.
- (2) Consent to this data processing can be withdrawn in written form (also via e-mail) at any time by directly contacting the library staff members. In this case, the library-user-account will be deleted, and therefore no further borrowing of media will be possible. Media usage on site remains an alternative option.

Lending Services

- § 6 (1) The following groups are entitled to borrow the library holdings free of charge:
1. Students of the UAS BFI Vienna
 2. Graduates of the UAS BFI Vienna
 3. Full-time and part-time lecturers of the UAS BFI Vienna
 4. Administrative staff of the UAS BFI Vienna
 5. Participants in further education courses pursuant to §9 FHStG at the UAS BFI Vienna
 6. Sponsors
 7. People who are affiliated to the UAS BFI Vienna through projects or events etc.
- (2) Those who do not belong to any of the groups mentioned in section (1) can only use print media in the library reading room. Borrowing media is prohibited.
- (3) Students may borrow up to 8 print or AV-media.
- (4) The transfer of media is prohibited and does not absolve the borrower from his/her liability.
- (5) The lending period is defined to 3 weeks. Extensions (online, via phone or e-mail) can be granted if no prior hold-requests have been placed.
- (6) Part-time lecturers can take out media for an entire semester if necessary.
- (7) Should members of the UAS staff take out an item themselves, outside opening hours, they need to inform the contact persons immediately by e-mail.
- (8) If any medium is moved to another location or given to another staff member, the contact persons need to be informed instantly.
- (9) The person in whose office the media are kept is responsible for their safe-keeping.
- (10) Media can be returned as follows:
Location "Wohlmuthstraße": Media-return-box in the library reading room or in the library office.
Location "MQM": Media-return-box in the study and common room.
- (11) In cases of demand, shorter lending periods may be determined, or borrowed media demanded for return before the current lending period expires.
- (12) The use of electronic resources (databases, e-journals, e-books) depends on the respective license agreements. On-site access is possible from all computers on campus and via UAS WLAN, login to the WLAN and use via VPN is open for all students and staff members of the UAS BFI Vienna who have an active user ID.

- § 7 (1) For the following media lending is limited or not possible at all:
- a) Media from the reference section, like reference books and encyclopaedias, may only be used in the library reading room. Dictionaries and jurisprudential commentaries may be borrowed for use during an exam on the day of the exam
 - b) Diploma and master theses can only be used in the library reading room. Diploma and master theses for which an embargo has been approved cannot be accessed for the duration of the embargo period.

Return of media, reminder mechanism and discharge

- § 8 (1) Borrowed media are to be returned unasked by the expiry date of the lending period. When media cannot be returned, the borrowing period must be extended on time. A reminder e-mail will be sent 3 days prior to expiry, if there is no return, 1 day after the expiry date the first admonition will be sent, 4 days after the expiry date a retroactive reminder charge of €0,20 per medium per day will be due. The maximum fee is €25,-.
- (2) If the dues are not paid and the media not returned after the 2nd admonition, the case will be forwarded to the administration office. The library user will be excluded from the lending system.
 - (3) All remainders and admonitions will be sent per e-mail to the official UAS e-mail address.
 - (4) Lost or damaged media must be replaced. There will be no refund for retrieved media!
 - (5) Members of the UAS BFI Vienna (e.g. students, lecturers and administrative personnel) will not be relieved from their debt because of discharge or drop-out.

Statistics

- § 9 (1) The procedures revolving around loans and returns will be recorded statistically by library staff, and interpreted by the head librarian for the Austrian Library Statistics (Österreichische Bibliotheksstatistik, ÖBS), Public Libraries in Austria (Büchereiverband Österreichs, BVÖ) and the internal annual report.

Coming into Effect

- § 10 (1) These library rules and regulations come into effect on the 01.10.2019.