



UAS for Business & Society -LIBRARY

LIBRARY RULES AND REGULATIONS

General information

- § 1 (1) The house rules and the library rules of the UAS for Business & Society BFI Vienna (UAS for Business & Society) must 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 UAS for Business & Society cannot be held liable for any items taken into the library.
- (3) Contact: see www.hwg.at/en/pages/library

Opening and service hours

- § 2 (1) Opening and service hours as well as holiday and closing times are announced on the library homepage, under Library in Moodle, in the display case at the library entrance 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 library media for the UAS for Business & Society.
- (2) Staff and faculty of the UAS for Business & Society and of the EEC of the UAS for Business & Society (EEC) 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, for the administration by the head of the respective department, and for the EEC by the head of the EEC.
- (3) To order print-media or e-media the suitable online forms need to be filled in. The corresponding links can be found in DPW, in PROMAS under SuP Infrastruktur and as desktop shortcuts on all HWG laptops.
- (4) The libraries physical inventory is made available in the cabinets and shelves at the locations of the UAS for Business & Society mentioned above. There are also library items that are stored in the offices of UAS for Business & Society staff and faculty at the locations Wohlmuthstraße and Engerthstraße. Library items at the MQM are stored on the 2nd floor in correspondingly labelled cupboards.
- (5) The subject coordinators, the programme directors as well as the head of the EEC 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 making voice calls 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, e-mail address, UAS for Business & Society person ID and FHB-number for the purpose of library management. This user data will be processed by the library staff of the UAS for Business & Society. None of this user data will be disclosed to third parties, unless it is required by law or a contractual obligation of the UAS for Business & Society. 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. All students of the UAS for Business & Society and of the EEC
 2. Graduates of the UAS for Business & Society and of the EEC
 3. Full-time and part-time lecturers of the UAS for Business & Society and of the EEC
 4. Administrative staff of the UAS for Business & Society and of the EEC
 5. Sponsors
 6. People who are affiliated with the UAS for Business & Society 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.¹
 - (3) Students may borrow up to 8 physical media.
 - (4) The transfer of media to a third party is prohibited and does not absolve the borrowers from their liability.
 - (5) The lending period is defined as 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 staff members of the UAS for Business & Society or of the EEC take out an item themselves, outside opening hours, they need to inform the library staff immediately via e-mail.
 - (8) If any medium is moved to another location or given to another staff member, the library staff needs 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 or, if agreed upon, to the person

¹ For information on the use of electronic resources, see §6 (12)

who distributed the media.

- (11) In cases of demand, shorter lending periods may be determined, or borrowed media demanded to be returned 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 for Business & Society WLAN. Login to the WLAN and use of the VPN is open to all students and staff members of the UAS for Business & Society and members of the EEC who have active user IDs. Disclosing UAS for Business & Society access data to third parties is not permitted.

- § 7 (1) The following media cannot be checked out and may only be used in the reading room:
- a) Media from the reference section, like reference books and encyclopaedias and media with the location "Library Reference Only".
 - b) Physical diploma and master theses can only be used in the library reading room. Diploma and master theses, with an approved non-disclosure application, will not be made available until the restriction period has expired.

Return of media, reminder mechanism and discharge

- § 8 (1) Borrowed media are to be returned 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 to the UAS for Business & Society e-mail account, 3 days prior to expiry. If the item is not returned, the first admonition will be sent 1 day after the expiry date, a retroactive reminder charge of €0,30 per medium per day will be applied 4 days after the expiry date. The maximum fee is €30,00.
- (2) If the dues are not paid and the media not returned after the second admonition, the case will be forwarded to the administration office. The library user will be excluded from the lending system.
 - (3) Automated reminders and admonitions are sent electronically to the official UAS for Business & Society e-mail address of the library user.
 - (4) Lost or damaged media must be replaced. There will be no refund for later retrieved media!
 - (5) Members of the UAS for Business & Society and members of the EEC (students, lecturers, and administrative personnel) are obliged to return all library media before long-term absences and will not be relieved from any back-dues or overdue media because of leaving the UAS for Business & Society or EEC (e.g. upon graduation, dropping out, resignation).

Statistics

- § 9 (1) Borrowing and return transactions will be recorded anonymously by library staff and evaluated statistically by the head librarian to be reported to 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 01.10.2026.