

Library Regulations SRH Berlin University of Applied Sciences

I. General Regulations

1. The library is a department of the private SRH Berlin University of Applied Sciences. All teaching staff and students of the Berlin locations, including the location Dresden, are entitled to borrow books and other library materials.
2. External users can use the resources on site.
3. The use of library services and the borrowing of library materials are free of charge.
4. The library is open Monday to Friday.
Changed opening hours will be announced via e-mail and/or posting.

II. Registration, Use

1. All users must register in person upon presentation of a valid ID card or student ID.
2. After completing the registration, every user will be issued a library card which is to be kept in a safe place. The user is liable for damages caused by the misuse of the library card (also by third parties), even if no fault is present.
3. All users acknowledge the library regulations by signing for it on the library card. In doing so, users agree to the electronic storage of their personal data. All personal data is processed in accordance with the provisions of the applicable data protection regulations.
4. The library staff is to be notified immediately in case the user's email address changes.

III. Borrowing, Renewal, Reservation

1. Each user must present his or her library card in order to borrow library materials.
2. The loan period for all media is two weeks. During writing of theses the loan period is four weeks.
3. Media in handsets are generally not for loan for the duration of a course. Exceptions are determined by the responsible lecturer/professor. Photocopies in handsets cannot be borrowed and must be returned immediately after copying.
4. Media may be renewed online, in person, by e-mail or phone.
5. The loan period of a medium may be extended until a reservation has been made by another user. In this case, the library will inform the borrower, who has to return the medium immediately.

6. Each user may borrow an unlimited number of library materials.
7. When borrowing electronic media, the user has to abide by the regulations of copyright law and the terms of the manufacturer's instructions.
8. The library is not liable for damages to the user's technical equipment caused by electronic media.

IV. Cooperations, Interlibrary loan, Reminders

1. All students are entitled to register for a library card for the TU libraries. The registration takes place at the TU Central Library according to the TU library registration requirements. Teaching staff may borrow a TU library card from the library temporarily.
2. Media that are not in the stock of SRH library or the TU libraries may be ordered via interlibrary loan through the TU central library. The SRH University Berlin will cover the loan fees for teaching staff, except fines for not timely returned interlibrary loans.
3. The borrowed items should be handled with care and protected from dirt and damage.
4. The transfer of borrowed media to third parties is prohibited. Should the user do it anyway, he/she is liable for any damage resulting therefrom.
5. The user is required to inform the library about damage or loss of borrowed media immediately and must pay full costs of replacements or repair. He/she is also liable for damages resulting from the abuse of his/her library card.
6. When exceeding the loan period for more than four weeks, the user will be suspended from borrowing entitlement. Additional media may only be borrowed once the overdue publications have been returned to the library. The library is authorized to claim the media or their replacement. Students who do not return their borrowed media before graduation will not receive their diploma.

IV. Use of Computers and the Internet

1. In case that students or teaching staff do not have access to a laptop, the library provides two computers with internet access and office applications. In addition, some password-protected online resources can be unlocked by the library staff there.
2. The use of the computers including Internet access is free of charge.

V. Exclusion, Validity

1. Users who violate or repeatedly fail to comply with the library regulations may be excluded from using the library temporarily or permanently.
2. The library regulations of SRH University Berlin go into effect on March 14th, 2011.

Berlin, March 14th, 2011

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Head of Library