



TECHNISCHE  
UNIVERSITÄT  
WIEN

# TU Wien Bibliothek library rules

Note:

The only legally binding version of the directives and regulations of the Technische Universität Wien is the German version published in the University Gazette of TU Wien. The English version provided here is intended as a service (guide) for our international staff members and does not replace the German version:

Benutzungsbestimmungen der TU Wien Bibliothek

(Online 05 December 2018)

Rectorate decision of 13 November 2018

Official statement in university gazette no. 28 of 06 December 2018 (ser. no. 340)

File ref.: 30002.07/006/2018





## CONTENTS

1	SCOPE.....	3
2	ACCESSIBILITY.....	3
3	CONDUCT IN TU WIEN BIBLIOTHEK.....	3
4	CIRCULATION.....	4
5	HOLD REQUESTS.....	5
6	LOAN PERIODS .....	6
7	RESTRICTIONS TO THE USE OF MEDIA ITEMS .....	6
8	RETURNING LOANS AND OVERDUE FINES .....	7
9	INTERLIBRARY LOANS .....	7
10	SUPPLY OF DOCUMENTS.....	8
11	VIOLATION OF LIBRARY RULES.....	8

## 1 SCOPE

- (1) These library rules apply to the main library located at Resselgasse 4 and to faculty branch libraries.
- (2) By entering the libraries or using their services, the patron accepts the TU Wien Bibliothek library rules and the scale of fees; the TU Wien House Regulations and relevant TU.it policies and provisions as laid out in the currently applicable version.
- (3) Specific provisions relating to university property as laid out in the TU Wien House Regulations supersede those contained in the TU Wien Bibliothek library rules.

## 2 ACCESSIBILITY

- (1) As a basic principle, any person is permitted to use TU Wien Bibliothek.
- (2) The Library Director will post separate notices regarding opening hours.

## 3 CONDUCT IN TU WIEN BIBLIOTHEK

- (1) Patrons must treat the holdings, buildings, facilities and all other fixtures of TU Wien Bibliothek with the greatest respect. In particular, patrons are asked to refrain from:
  - a. bringing any items into the library that may pose a danger to persons, fixtures or media;
  - b. using items that will interfere with user services or disturb other patrons;
  - c. bringing animals into the library, with the exception of assistance dogs;
  - d. bringing items into the library that could be used to facilitate theft;
  - e. any disruptive behaviour (such as loud conversations in designated silent working areas) or unpleasant smells;
  - f. interfering with the software and hardware provided by the library.
- (2) Eating and drinking is only permitted in designated areas. Drinks in sealable containers may also be consumed in the library's student study areas and open access areas.
- (3) Smoking is not permitted anywhere in the building.
- (4) Student study desks cannot be reserved, unless TU Wien Bibliothek offers a reservation

system. TU Wien Bibliothek reserves the right to take appropriate measures to prevent the prohibited reservation of study desks. Unoccupied reserved study desks may be cleared by library staff or security personnel.

- (5) When the library closes, patrons must leave of their own accord.
- (6) Patrons must comply with instructions given by library staff or security personnel intended to maintain order and security or safeguard fixtures and holdings. Patrons must vacate the building immediately in the event of an evacuation alarm.
- (7) Library staff and security personnel are authorised to ask patrons to open bags and any other containers that could be used to facilitate theft and to ask patrons to disclose or prove their identity.
- (8) The publicly accessible PCs can be used to access the library's digital resources and to carry out academic, specialist, professional or educational research. They may only be used for these purposes.
- (9) Larger items of clothing, rucksacks, bags and umbrellas must be stored in the lockers provided. The library assumes no responsibility for items stored in lockers.
- (10) The lockers are for the exclusive use of library patrons and may only be used for the duration of the library visit or the duration of the lease.
- (11) Unleased lockers must be emptied when patrons leave the library. Security personnel are authorised to unlock all lockers which have not been emptied each evening and to remove the items contained within.
- (12) Photography and filming are not permitted inside the building. Where a verbal or written request is received, the Library Director will decide on a case-by-case basis whether special permission can be granted.

## 4 CIRCULATION

- (1) The following persons are entitled to borrow from the library:
  - a. members of the university as defined by the Austrian Universities Act (UG), including employees and students at TU Wien;
  - b. members and students of other Austrian universities and technical colleges upon presentation of a valid staff or student ID;
  - c. other interested persons over the age of 14 who are legally resident in Austria,

upon presentation of an official photo ID and official proof of residence registration;

- d. in addition, persons between the ages of 14 and 18 require a declaration of liability from their legal guardian.
- (2) The patron's borrowing privileges must be proven with an appropriate form of ID (TUcard or library card). The fee payable for this is set out by the Library Director in the scale of fees.
  - (3) The collection of requested media items by a third party is only permitted with written authorisation and the presentation of the authorised borrower's TUcard or library card.
  - (4) Changes to contact details must be made in the TISS Campus System by TU Wien members themselves. External library patrons must inform the library of any changes immediately.
  - (5) The library only collects and processes personal data as required in order to carry out its duties and provide its services. Personal data are processed in accordance with the applicable legal provisions.
  - (6) A maximum of 30 media items may be borrowed at any given time. Borrowers between the ages of 14 and 18 may borrow 10 media items. Academic staff may be granted an increased number of loans upon request.
  - (7) For scientific or cultural exhibitions, media items will only be issued for display purposes to institutions which guarantee that items will be handled professionally and exhibited in a proper manner. TU Wien and the institutions holding the exhibition must enter into a written agreement specifying the terms of the loan.

## 5 HOLD REQUESTS

- (1) In general, patrons can place hold requests for media items that are currently on loan.
- (2) Requested media items can be shelved in a publicly accessible storage rack under the patron's name or alias. Upon collection, the patron is required to check that the item corresponds to their hold request.
- (3) TU Wien Bibliothek determines the length of time for which requested media items are held available for collection.
- (4) TU Wien Bibliothek may limit the number of times the same media item can be requested

and the number of hold requests that a patron is permitted to make.

## 6 LOAN PERIODS

- (1) In general, the loan period is four weeks.
- (2) The loan period may be extended for TU Wien employees.
- (3) Loans may be renewed beyond the initial loan period provided this is requested before the end of the loan period and there are no hold requests on the media items. Items must be returned to TU Wien Bibliothek after a maximum of six months.
- (4) The Library Director is authorised to stipulate shorter loan periods in individual cases, as well as to exclude certain media items from circulation or to require the return of loaned items before the end of the loan period.

## 7 RESTRICTIONS TO THE USE OF MEDIA ITEMS

- (1) The following items are excluded from circulation:
  - a. media items identified as 'non-loanable' and/or which are required to remain in the library at all times;
  - b. media items that are 100 years old or older;
  - c. media items requiring special protection or that are particularly valuable.
- (2) Media items that require specific storage safeguards or precautionary measures due to their value can only be used in specially designated areas.
- (3) If the publication or dissemination of certain media items is prohibited by legislative provision or by official or judicial order, then said media items will not be made available.
- (4) The use of any media item from TU Wien's holdings is subject to the provisions of copyright law. The patron must comply with copyright regulations and any other industrial protection rights.
- (5) The use of electronic media must comply with existing purchasing and licensing agreements. In particular, the systematic and/or automated downloading of articles or search results, e.g. through the use of robots or search engines, is prohibited.
- (6) Articles may not be conveyed to third parties in written or electronic form. Circulation to TU members for research or teaching purposes is permitted.

## 8 RETURNING LOANS AND OVERDUE FINES

- (1) Patrons must return loans of their own accord no later than the end of the loan period.
- (2) Patrons are required to pay a fine for late returns. Overdue fines will be due on the day following the end of the loan period. If loaned media items are returned by post, the return date is deemed to be the date upon which the return is processed. The same applies to anonymous returns. The risk is borne by the borrower.
- (3) Fines are set out in the TU Wien Bibliothek scale of fees.
- (4) A maximum of four overdue notices will be sent at the end of the loan period. These will be sent by email. The third overdue notice will also be sent by registered mail. Before the end of the loan period, the library sends a reminder email. The reminder email is a voluntary service to which patrons are not legally entitled.
- (5) If, despite four overdue notices, the media item is not returned, TU Wien can take legal action to claim the replacement value from the borrower or demand its return. If the borrower is a TU Wien employee, the overdue return will be reported to his/her immediate supervisor so that appropriate action can be taken.
- (6) TU Wien Bibliothek reserves the right to restrict loans, hold requests and renewals until outstanding fees have been paid.

## 9 INTERLIBRARY LOANS

- (1) Books that are not available from Vienna's publicly accessible libraries can be obtained through interlibrary loans.
- (2) In accordance with the lending library's instructions, requested books will either be made available for use on TU Wien Bibliothek premises or will be loaned upon proof of borrowing privileges (TUcard or library card).
- (3) The loan period is four weeks, unless the lending library specifies a different period. The loan can only be renewed with the agreement of the lending library.
- (4) If the books provided are not returned on time, as set out in point 1, then a fine will be issued as set out in section 8.

## 10 SUPPLY OF DOCUMENTS

- (1) Articles that are not available from Vienna's publicly accessible libraries can be obtained through interlibrary loans.
- (2) A library card is not required to use the document supply service.

## 11 VIOLATION OF LIBRARY RULES

- (1) Violations of the library rules may lead to a temporary restriction to the patron's rights of use or to a temporary suspension.
- (2) In the event of violation, the relevant provisions in the applicable TU Wien House Regulations will be followed.
- (3) In the case of loss of or damage to media items, as well as any other damage to property, compensation must be paid. TU Wien can demand that the patron pays the costs of having the damage repaired by a third party.
- (4) Any attempt to remove media items or fixtures from the library that have not been duly loaned will be reported.
- (5) The competent court of Vienna, Austria, is the place of jurisdiction for any disputes resulting from the library rules.