

# University Library Regulations

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### **Note:**

**This English translation is not legally binding and serves only as a reference to help our international library users. Please refer to the official regulations, as published in German in the University of Salzburg bulletin<sup>1</sup>.**

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<sup>1</sup> [Mitteilungsblatt – Sondernummer der Paris-Lodron-Universität Salzburg Studienjahr 2017/18, 67 \(20. September 2018\).](#)

## 1 General Information

**1.1** In general, anyone may use the library's facilities and resources for study and research purposes free of charge.

**1.2** These library regulations apply to all University Library Salzburg locations.

**1.3** By entering the premises of the University Library or using its services, the user accepts the house rules of the University of Salzburg and the library regulations of the University Library. Users are obliged to follow the instructions of the library staff to comply with the library regulations.

**1.4** The University of Salzburg is not liable for damages caused by incorrect, incomplete, failed, or otherwise defective or delayed services.

**1.5** The University of Salzburg and its library are not liable for damages to data, files, programs or hardware of users caused by the handling of hardware and software. This also applies to damage to the user's equipment caused by using the University Library's audiovisual resources.

**1.6** The collection and processing of personal data by the University Library is carried out in accordance with the legal provisions on data protection.

**1.7** The University Library may charge fees for special library services. These are set out in a list of fees (see [Fee Regulations](#) – only available in German).

## 2 Opening Hours

**2.1** The hours of operation of the University Libraries are posted on the website and/or via the newsletter.

**2.2** In order to carry out essential organisational, construction or other operational work, locations of the University Library may be temporarily closed in whole or in part. Users are not entitled to claim damages because of these closures.

The closure will be announced on the website and/or via the newsletter.

## 3 Order and Safety

**3.1** Users should behave in a manner that does not interfere with the operation and use of the University Library or disturb other library users.

**3.2** It is not permitted to drink from open containers (e.g. cups), eat, take a call, etc. in public areas of the University Library. There may be exceptions to this rule in certain designated areas.

**3.3** It is prohibited to bring into the library any items that may pose a danger to persons or property or interfere with the use of the library. Pets (except service dogs for the disabled) are also prohibited inside the buildings.

**3.4** Library materials (media, equipment, and technology) must be handled with care and protected from loss, alteration, soiling, or damage. Library items may not be marked or written on. The use of technical equipment in the libraries may have other regulations.

**3.5** Personal items (outerwear, bags, backpacks, umbrellas, etc.) must be stored in the lockers. The University Library is not responsible for any items stored in the lockers. It is recommended not to store valuables in the lockers.

**3.6** The lockers may only be used during the opening hours of the library (with the exception of special "monthly lockers", for which a key can be borrowed for 30 days). The University of Salzburg reserves the right to empty lockers that are not emptied in time and to confiscate the coin. Removed items will be treated as lost property. Items found to belong to other libraries or public collections may be returned to them. If a key is lost, a replacement must be paid according to the stipulated fees. (see [Fee Regulations](#)).

**3.7** The University of Salzburg is not responsible for any items left behind in the library.

**3.8** All library property must be presented to the appropriate staff member upon leaving the University Library. When leaving the library, the contents of bags and other containers must be presented for inspection without request.

## 4 General Rules

**4.1** Open access collections are free to the public and cannot be ordered through the library system. Items in open access collections may be removed from the shelves by users.

**4.2** Items in the Main Library that are not available on the shelves must be ordered through the library system and are available for 7 days at the loans desk.

**4.3** A notification will be sent when an ordered item arrives. The reservation will be cancelled at the end of the pickup period specified in the notification.

**4.4** The Library may prohibit duplication of valuable items that require special care. This includes items of special material and/or non-material value, items older than 100 years, but also newspapers and other publications consisting of single sheets, such as loose-leaf collections.

**4.5** Copyrighted items may only be reproduced by users for their personal use within the law. Users shall comply with the provisions of copyright and personal rights.

## 5 Borrowing

**5.1** The following persons may borrow materials from the University Library Salzburg:

**5.1.1** Members of the University of Salzburg.

**5.1.2** Austrian citizens and persons treated as such who have their principal residence in Austria.

**5.1.3** Other citizens may be required to pay a one-time deposit to be used in the event of damage or loss of media. The amount of the deposit shall be specified in the fee regulations. (see [Fee Regulations](#))

**5.1.4** Persons under the age of 15 must also have a declaration of consent and liability from their legal guardian(s).

**5.2** A valid library card issued by the University Library is required for borrowing. For students and members of the University of Salzburg the student card or the service card issued by the university is a valid library card. Library cards are non-transferable. Loss of a library card or change of name or address must be reported immediately to the University Library.

**5.3** Persons without a library card may obtain a day pass to use the Main Library in exchange for a personal document that allows them to place orders for the reading room.

**5.4** If available, borrowing should be done primarily through self-checkout.

**5.5** Users should check borrowed items to ensure they are complete and in good condition, and should notify library staff immediately of any damage. Staff will otherwise assume the items were received in perfect condition.

**5.6** It is not permitted to lend items to third parties. The user, whose name the items are borrowed under, is liable.

**5.7** Borrowed microform material, videos, data and sound carriers may be played or used only on commercially available equipment in accordance with the manufacturer's specifications.

**5.8** The user may renew borrowed items prior to expiration up to the maximum loan period. Items on hold cannot be renewed.

**5.9** Items whose publication or distribution is not permitted due to legal regulations or official orders, as well as written work that has been blocked by the University of Salzburg, such as dissertations, master's theses, or diploma theses, are excluded from use.

**5.10** Certain items may be excluded from circulation (e.g., non-borrowable reading room collections, periodicals, loose-leaf collections, reference collections, course reserves, etc.).

**5.11** Works that require special security measures due to their value, especially manuscripts, drawings, graphics, incunabula and early prints, maps, plates and printed works more than 100 years old, and other valuable and difficult-to-replace works, may only be viewed on the premises of the University Library under special conditions (see also Chapter 8).

**5.12** The user must return the borrowed items to the University Library at the latest at the end of the loan period without being prompted to do so. The University Library may send a courtesy email to remind users that the loan period is about to expire. This is a voluntary service of the University Library, which cannot be requested, and failure to send such an email has no effect

on overdue fines.

**5.13** Items should generally be returned to the locations where they were borrowed.

**5.14** Borrowed items may also be returned by mail. The package must be sent at the user's risk and expense in good time before the expiry of the loan period, stating the sender's address.

**5.15** Items placed in returns boxes will be processed as returns the next working day.

**5.16** In justified individual cases, the University Library is entitled to set a shorter loan period or to exclude items from loan. Furthermore, in justified cases, items may be recalled before the loan period has expired.

## 6 Overdue and Obligation to replace

**6.1** An overdue fine is charged per item per day. The amount is determined by the University Library's fines schedule. (see [Fee Regulations](#))

**6.2** The University Library of Salzburg has the right, but not the obligation, to send a written reminder for overdue items, for which the borrower will be charged. The first and second reminder will be sent by e-mail. If the borrowed items are not returned after the third reminder by registered post, a collection agency will claim payment of the reminder and overdue fines as well as the costs of obtaining a replacement copy of equal value. University of Salzburg employees will be reported to the Rectorate.

**6.3** The borrower is excluded from further borrowing and other services of the University Library until he/she has complied with the return request or has paid the balance due.

**6.4** Users are required to notify the lending library immediately of any loss or damage to items checked out to them. Charges incurred up to the time of reporting the loss are payable. If an item is lost or seriously damaged, the user must immediately obtain a replacement of equal value. If no replacement is obtained, the Library will arrange for replacement at the borrower's expense. If no replacement is possible, compensation must be paid.

## 7 Interlibrary Loans

**7.1** The University Library of Salzburg charges fees for interlibrary loans. These fees are also due if ordered and correctly delivered items are not picked up after ordering. Current fees are listed in the University Library Fee Regulations and will be included with each order.

**7.2** The University Library of Salzburg only obtains works through interlibrary loan unavailable in any library in the city of Salzburg.

**7.3** For items obtained through interlibrary loan, the conditions of the lending library apply.

## 8 Special Usage

**8.1** The holdings of the Special Collections of the Main Library (manuscripts, incunabula, prints, rare books, 16th and 17th century prints) and the University Archives are subject to the following additional regulations:

**8.1.1** The user must register in the guestbook at each visit.

Photo identification is required. Users must sign to acknowledge the terms of use.

**8.1.2** As a rule, only up to 5 objects or 10 individual sheets are issued. These may only be viewed in the Special Collections Reading Room during opening hours. Any damage or missing items must be reported to the supervisor immediately.

**8.1.3** The archival records are released for viewing after the legal protection period of 30 years has expired (§ 8 para. 1 Federal Archives Act). Personal files are released with the written consent of the person concerned or 50 years after the most recent processing. The date of last processing marks the beginning of the period. Personal data may not be published until ten years after the death of the individual or the dissolution of the legal entity, unless the individual has expressly consented to publication. If the year of death cannot be determined, the period of protection ends 110 years after the birth of the individual (§ 11 para. 1 of the Federal Archives Act).

**8.1.4** When leaving the workstation, items must be returned to the supervisor complete and

intact.

**8.1.5** Items in the collection should be handled with special care. In particular:

- The use of ink and ballpoint pens is prohibited when using manuscripts, old prints, graphics and archival materials.
- Writing in and on objects, as well as touching book decorations and original tracings, is not allowed.
- Never use force to open tightly bound books or to insert written notes or other objects. When working with documents, use the book supports provided.
- The order of the sheets, even if it is wrong, should not be changed. The supervisor will be grateful to receive any comments in this regard.

**8.1.6** Reproductions of special collections and archival materials are generally made by the University Library Salzburg, subject to available resources and approval by the head of department. In exceptional cases, users may make digital recordings only after consultation with the head of department.

**8.1.7** Prior to publication of items in the Special Collections and Archives, the Director of the University Library must be consulted to obtain permission and compensation under the Copyright Act. The user must ensure the protection of all copyrights and privacy rights that may exist for individual items. The objects must be cited with their complete call numbers and the exact indication of their provenance (University Library Salzburg or University Archives Salzburg).

**8.1.8** We ask that users provide the Library either a hard copy or digital copy of any comments, statements, or work they produce on any of our publications or volumes in our library to maintain an ongoing record.

**8.2** Individual quick reference collections may only be set up for academic staff of the University of Salzburg, who thereby assume responsibility for these collections. Holdings of the reserve collections may only be set up on the premises of the University of Salzburg and must be made available to other users for reference (copying) within one week.

**8.3** Course reserve collections can only be set up by University of Salzburg teaching staff in consultation with the library for a limited time (usually one semester). Items from course reserve collections must remain in the library and cannot be checked out.

**8.4** The head of an organisational unit at the University of Salzburg may, in justified cases, request the head of the library to store library holdings elsewhere. Storage at these locations on the University of Salzburg premises is permitted only in limited amounts and only after the usability and responsibility have been clarified. The staff of the University Library must always have access to these items, and other users must be allowed to use them if necessary. Removal of the holdings from the special location is prohibited. If the reasons for placing the item in a special location no longer exist (change of focus, retirement, etc.), the item must be returned to the library premises in the interest of general availability.

**8.5** Library keys for access to the library outside opening hours may only be requested by academic staff of the University of Salzburg from the library management in justified exceptional cases. Holders of library keys are not allowed to remove items from the library outside of the library's opening hours without properly checking them out. Books may be checked out either through the self-checkout system or by signing the appropriate list. Misuse (e.g., lending to others or taking items without permission) will result in the revocation of the library key.

**8.6** Borrowing for exhibition purposes must be coordinated with the head of the University Library.

## **9 Violation of Library Regulations**

**9.1** Persons who, despite warnings, continue to violate the Library's rules, or whose admission to the University Library is deemed unacceptable even after a single instance of serious misconduct, may be excluded from the University Library for a specified period by the Director of the University Library, without regard to any civil or criminal consequences.

**9.2** The Rectorate decides on appeals against the restriction, refusal, or withdrawal of the

permission to use library services after consulting the Director of the University Library.

## **10 Enforcement**

The Regulations for the Use of the University Library came into force on the day following their publication in the university bulletin (*Mitteilungsblatt*).