

Usage Rules Relating to the Library Regulations for the Elsfleth Campus

Valid as from: 01/09/2017

According to § 32 of the Library Regulations of the Library of Jade University of Applied Sciences Wilhelmshaven/Oldenburg/Elsfleth of 14 December 2010, the Library Management has resolved the following Usage Rules, which come into effect on 01/09/2017.

II. General regulations

§ 3 Admission as a user, termination of user status

Re (1): As a general principle, all members of the university (see NHG § 37), members of the public and libraries in the Elsfleth/Wesermarsch region are permitted to use the library. Furthermore, permission can be granted upon application.

§ 4 Storage of personal data

Re (1) a): The university email address is binding for all members of the university.

§ 8 Inspections, lost property, house rules

Re (3): Locker keys can be borrowed in the library on presentation of a library membership card. If they are returned late, a fine will be charged. (For the rule in case of loss, see the fee regulations). No liability can be assumed for items left in the lockers.

§ 10 Opening hours

Re (1): The following opening hours currently apply:

During the lecture period		During the lecture-free period	
Mon-Thurs:	9 am - 7 pm	Mon-Fri:	9 am - 2 pm
Fri:	9 am - 5 pm		

Re (2): If the library is closed for compelling reasons (acute shortage of staff, staff meetings, alteration work, general safety risk etc.), the responsible Vice President and the Dean's office will be informed. The closing period will be announced by notices and online via the information system.

§ 12 Fees and expenses, revenue, deposits

Re (1): As a rule, all users with an email address receive one free reminder before the first reminder that carries a fee. University members receive notifications to their university email address.

IV. Borrowing

§ 19 General borrowing regulations

Re (3): As a rule, reference books can be borrowed via the short-term borrowing system from Mon-Thurs after 4 pm until 10 am on the following day, and from Fri after 2 pm until 10 am on the following Mon. The same applies from 12 midday before public holidays until 10 am on the first following opening day.

Re (5): The number of books students of Jade University and external users may simultaneously borrow is 20 volumes. Examination candidates studying at the Elsfleth campus may borrow 25 works simultaneously. As a rule, members of the university based at the Elsfleth campus may borrow 30 works simultaneously. Students based in Oldenburg and Wilhelmshaven are allowed a maximum of 20 works, and employees based at the Oldenburg and Wilhelmshaven campuses may borrow a maximum of 30 works.

§ 21 Borrowing periods, extension of periods, requests for return

Re (2): As a rule, borrowing periods should be extended online. Applications for extensions can be made by phone or in person during library opening hours. In the event of written extension applications (also by fax or email), the library does not send any reply or confirmation of extension to the user.

Re (3): The number of possible borrowing period extensions is limited to 5. Subsequently, the work must be presented to the university library and may be newly borrowed.

§ 22 Sets of reserved works

Sets of reserved works can only be compiled by employees at their own campus.

§ 26 Reminders

Re (1): Reminders are sent specifying a deadline of 2 weeks; for employees, professors and other teaching staff with a deadline of 4 weeks. This applies with the exception of the 3rd reminder, which requires that also employees, professors and other teaching staff observe a deadline of 2 weeks according to the Library Regulations.

Re (3): Reminders to return works are considered delivered three days after being posted.

Re (5b): Fees for reminders apply irrespective of the replacement or repurchasing fees according to the regulations for state and university libraries.

Re (6): In the case of short-term borrowing, reminder fees are charged according to the valid fee regulations for the libraries of the state of Lower Saxony.

§ 27 Reservations

Re (2): The number of possible reservations is limited for students and employees to 15, and for all external users to 5. Reserved media are only reserved for a maximum of 5 opening days.

VI. Other rules

§ 31 Bans

Re (1): Library users who ignore reminders can be temporarily or permanently banned from borrowing. This applies in particular in the case of payment demands for book replacements to a total amount of € 25.00.

Additionally applicable is the Regulation Against Sexual Discrimination and Violence of Jade University of Applied Sciences Wilhelmshaven/Oldenburg/Elsfleth, resolved by the Senate in its 11th meeting on 22 March 2011 (VKBl. 13/2011 dated 07/04/2011).