

Usage Rules Relating to the Library Regulations for the Oldenburg 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, libraries, companies and other institutions in the Weser-Ems region are permitted to use the library. Furthermore, permission can be granted upon application. Companies and other institutions must name an authorized person to borrow media. The authorization needs to be shown at the time of borrowing.

§ 4 Storage of personal data

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

§ 10 Opening hours

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

During the lecture period		During the lecture-free period	
Mon-Thurs:	9 am - 7.30 pm	Mon-Fri:	9 am - 2 pm
Fri:	9 am - 5.30 pm		

Library membership cards can only be issued during the following times:

During the lecture period		During the lecture-free period	
Mon-Thurs:	9 am - 4 pm	Mon-Fri:	9 am - 2 pm
Fri:	9 am - 2 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 will be informed. The closing period will be announced by notices.

§ 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. *Re (2):* When collecting reserved books, users must pay the postage for written notification.

IV. Borrowing

Re § 19 General borrowing regulations

Re (2): Newspapers and magazines cannot be borrowed. *Re (3):* As a rule, reference books can be borrowed via the short-term borrowing system from Mon-Thurs after 5 pm and from Fri after 2 pm until 10 am on the following opening day. The same applies from 12 midday before public holidays until 10 am on the first following opening day.

Re (5): The number of works that can be borrowed simultaneously is 50.

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

Re (2): As a rule, applications for extensions cannot be accepted by email. Extension by phone is also not possible.

Re (3): The number of possible borrowing period extensions is limited to 6. Subsequently, the work must be presented to the university library and may be newly borrowed.

§ 22-23 Sets of reserved works, laboratory and institute collections

Each re (1): Sets of reserved works and laboratory and institute collections can only be compiled by employees at their own campus. Laboratory collections are categorised as library locations.

§ 26 Reminders

Re (1): Reminders are sent specifying a deadline of 2 weeks.

Reminders for media borrowed via the interlibrary loans system are sent specifying a deadline of 1 week.

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 to 10 for each user.

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 (according to No. 7.2 of the Gender Equality Regulations in the valid version).