

Usage Rules Relating to the Library Regulations for the Wilhelmshaven 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.

§ 8 Inspections, lost property, house rules

Re (3): Lockers may only be used during the period spent in the library (not occupied over several days), keys can be borrowed in the library on presentation of a library membership card. If they are returned late, a fine will be charged (in case of loss, see 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-Fri:	8.30 am – 7 pm	Mon-Thurs:	9 am - 4 pm
		Fri:	9 am - 2.30 pm

Payment of fees and issuing of library membership cards is only possible at the following times:

Mon-Thurs:	8.30 am - 4 pm
Fri:	8.30 am - 2.30 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.

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 16.00 pm until 10.00 am on the following day, and from Fri after 12.00 pm until 10.00 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 15 volumes. Examination candidates at the Wilhelmshaven campus may borrow 20 works simultaneously. As a rule, members of the university based at the Wilhelmshaven campus may borrow 30 works simultaneously. University members based in Elsfleth and Oldenburg are allowed a maximum of 15 works.

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

Re (1): Students and examination candidates during a foreign (practical) semester can upon application borrow books for a period of up to six months, provided the library has several copies. If they are required, the library can demand the return of these books before expiry of the borrowing period.

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), the library does not send any reply or confirmation of extension to the user. As a rule, applications for extensions cannot be accepted by email.

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.

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

Sets of reserved works and laboratory and institute collections can only be compiled by employees at their own campus.

Laboratory and institute collections are categorised as library locations. Media are borrowed and returned via the catalogue system.

§ 26 Reminders

Re (1): Reminders for students and external users 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.

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 15 for each user. Exception: For examination candidates, a maximum of 20 media can be 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 (according to No. 7.2 of the Gender Equality Regulations in the valid version).