

Official Notices

Hamm-Lippstadt University of Applied Sciences

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New regulations and amendments to existing regulations are published in the Official Notices of Hamm-Lippstadt University of Applied Sciences before they are enacted. Original, German-language documents published in the Official Notices are considered legally binding.

Legal Notice

of Hamm-Lippstadt University of Applied Sciences – Official Notices

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Regulations for Use of the Libraries of the Hamm-Lippstadt University of Applied Sciences of 30 September 2024

Based on Section 2(4) sentence 1 of HG NRW and Section 29(2) of the Act on the Higher Education Institutions of the State of North Rhine-Westphalia (Higher Education Act – HG) dated 16 September 2014 (GV. NRW. p. 547), last amended on 5 December 2023 (GV. NRW. p. 1278), Hamm-Lippstadt University of Applied Sciences has issued the following Regulations for Use at the University:

Table of contents

Section 1: Scope of application and purview
Section 2: Tasks and services
Section 3: Authorization of use and approval
Section 4: Opening hours
Section 5: Conduct in the library rooms
Section 6: Lending and restrictions
Section 7: Loan period
Section 8: Interlibrary loan
Section 9: Termination of the use relationship; exclusion and restriction of the use relationship
Section 10: Fees, charges and expenses
Section 11: Liability
Section 12: Data protection
Section 13: Entry into force; note pursuant to Section 12(5) HG NRW

Section 1: Scope of application and purview

- ¹The University Library is an academic university library and is part of the Center for Knowledge Management, a central operating unit of the Hamm-Lippstadt University of Applied Sciences (HSHL). ²All information resources are managed by the University Library.
- ¹These Regulations for Use shall apply to the University Library. ²Prerequisite for using the University Library shall be the recognition of these Regulations for Use. von der Hochschulbibliothek verwaltet.

Section 2: Tasks and services

- The primary missions of the University Library are teaching, academic study and research at the university. It is also available to users outside the university for professional and personal information and further education.
- It fulfills its tasks in cooperation with other libraries, librarian institutions and institutions in general, within and outside the university
- As the central operating unit for media and the provision of information, it provides the following public services, specifically:
 - procurement, development and communication of information through printed and electronic media as well as maintenance of the offer,

- procurement of media from other libraries as part of the German interlibrary loan system and via document delivery services,
- provision and lending of media and documents to which it can grant access within the framework of German interlibrary loan,
- counseling, support and training for members and relatives of the university in dealing with information and media,
- provision of suitable places for learning and working with library media and for mutual learning.

- The nature and scope of the services are determined by the library's personnel, material and technical resources.

Section 3: Authorization of use and approval

- The following persons are permitted to use the University Library:
 - members, faculty and affiliates of the Hamm-Lippstadt University of Applied Sciences
 - members, faculty and affiliates of other universities,
 - members, faculty and affiliates of institutions with whom the Hamm-Lippstadt University of Applied Sciences has concluded a cooperation agreement,
 - other natural persons upon application if they wish to use the University Library for the purposes specified in Section 2(1) and have a permanent residence in Germany. Approval may be provided with an ancillary provision (in particular a time limit, condition, requirement).
- Minors who are not enrolled students must provide a written declaration of consent from their legal representatives.
- External users must register in person by presenting a valid official identity card or passport and, if applicable, a confirmation of registration valid for the Federal Republic of Germany, which must not be older than one year; students of the Hamm-Lippstadt University of Applied Sciences must present their student ID.
- The University Library must be informed immediately of any changes to the details or the loss of the library card.
- ¹A loan account that can be viewed online is kept for each user. ²The loan account provides information in particular on a) active loans, b) orders, c) fees, d) blocks & notifications e), Personal details.

Section 4: Opening hours

- ¹The opening hours are determined by the University Library and announced by noticeboards and in other suitable ways. ²Not all of the library's public services are guaranteed for the entire duration of the opening hours. gegeben gewährleistet.
- ¹For urgent reasons, the University Library may be closed in whole or in part at short notice. ²These closures will be announced shortly.

Section 5: Conduct in the library rooms

- (1) ¹Every user must show consideration for other library users and must not obstruct library operations. ²In doing so, they must comply with the instructions of the University Library and the instructions of the library staff.
- (2) ¹In the common interest of all, silence must be maintained at all individual workstations in the University Library. ²Brought technical devices (e.g., laptop, cell phone, smartwatch) may not cause any disruptions to the technical or other operations of the University Library.
- (3) Smoking, telephoning and disruptive behavior are not permitted in the library rooms.
- (4) Library staff are authorized to inspect bags, jackets, media, etc. if there is concrete suspicion.etc.
- (5) ¹Photographs, film and sound recordings may only be made in the library rooms with the consent of Library Management. ²The personal rights of the individuals concerned must be respected.
- (6) ¹Library Management or a person appointed by it shall exercise domiciliary rights on the premises of the University Library. ²Furniture is to be left in place.
- (7) ¹The library's media, as well as the media provided by external lending services and all furnishings, must be treated with care. ²Entries to or the underlining, tracing, copying or altering of data carriers, the stealing of supplements and all and any other changes to library materials are prohibited.
- (8) ¹Whoever loses or damages a medium or whoever damages other work equipment or other objects of the University Library must pay compensation... ²The provisions of the German Civil Code shall apply mutatis mutandis.

Section 6: Lending and restrictions

- (1) ¹Every user may view all media and take them to their workstation in the University Library.²The reordering is done by the library staff
- (2) Excluded from use outside the University Library are journal issues, newspapers, standards, reference media and marked articles from the Library of Things.
- (3) With the exception of the literature groups mentioned in paragraph 2, all media are also available for use outside the University Library.
- (4) ¹The Library shall provide loaner laptops for limited periods of time. ²The aim of the provision is to provide support during studies (e.g., when preparing scientific theses or project work, when using specialist scientific software or to bridge the gap in the event of a short-term failure of users' own devices). ³At the end of the loan period, the laptops must be returned to the library for security reasons. ⁴It is not possible to extend the loan period for laptops.

- (5) ¹For use outside the University Library, the media must be booked for loan. ²The borrower is liable for the loaned item from this time until it is returned. ³It is not permitted to take media out of the University Library without booking them, to borrow them in the name of another person or to pass them on to third parties.
- (6) ¹Users must check the condition of the library items handed out on receipt and report any damage and missing enclosures immediately. ²If no evidence is shown, then it is assumed that the library item has been preserved in perfect condition and in its entirety.
- (7) University Library media that are only available at the other locations can be ordered through the cross-location lending service.
- (8) ¹Lent media may be reserved. ²As soon as the desired medium is available, the person who pre-ordered it will be notified.
- (9) With regard to reproductions, users are responsible for ensuring that existing copyright and personal rights regulations are observed when copying, scanning or reproducing from media.
- (10) Internet access to the University Library may only be used for academic purposes.
- (11) ¹For use outside the University Library, the media must be booked for loan. ²The borrower is liable for the loaned item from this time until it is returned. ³It is not permitted to take media out of the University Library without booking them, to borrow them in the name of another person or to pass them on to third parties.

Section 7: Loan period

- (1) ¹The loan period is 28 days unless a shorter loan period has been set. ²The return date specified in the library account is decisive.
- (2) ¹The loan period can be extended twice. ²The extension must be requested before the loan period expires. ³Media that are reserved or have already been reminded cannot be renewed. ⁴For official purposes, the media can be reclaimed by the library before the loan period expires.
- (3) For interlibrary loans, the loan periods of the lending library apply.
- (4) If the loan period is exceeded, fees will be charged on the basis of the Regulations on Fees for the libraries of the Hamm-Lippstadt University of Applied Sciences in their currently amended version.

Section 8: Interlibrary loan

- (1) ¹Scientific literature not available in the University Library or in another local library can be ordered via German interlibrary loan at the user's request. ²The provisions of the current interlibrary loan regulations for German libraries apply.
- (2) ¹The costs and fees arising from an interlibrary loan request are to be paid by the user. ²The details shall be governed by the Regulations on Fees for the libraries of the Hamm-Lippstadt University of Applied Sciences

Section 9: Termination of the use relationship; exclusion and restriction of the user relationship

- (1) Formal admission ends without prejudice to other provisions of these Regulations for Use
 - a. for members and affiliates of the Hamm-Lippstadt University of Applied Sciences with the end of their membership and affiliation relationship, for students explicitly with their de-registration from the study program pursuant to the enrollment. The use relationship may be continued upon request;
 - b. upon expiration of the validity period of the library card.
- (2) ¹Each user is obliged to return all borrowed media at the end of the use relationship. ²Outstanding liabilities to the University Library are to be settled.
- (3) ¹A borrower who has not returned a borrowed item despite exceeding the loan period by more than 40 days will be blocked from borrowing until the item is returned. ²The right to use the library holdings in the reading rooms shall remain unaffected thereby.
- (4) ¹Whoever has not paid fees or expenses that have become due or has not paid compensation may be blocked by Library Management from borrowing until the debt has been paid in full. ²The right to use the library holdings in the reading rooms shall remain unaffected thereby.
- (5) ¹If the borrowing account is debited with liabilities of € 10 or more, the user is automatically blocked from borrowing. ²The right to use the library holdings in the reading rooms shall remain unaffected thereby.
- (6) Library Management may temporarily exclude from using the library or restrict in their use any persons who commit repeated or serious violations of these Regulations for Use, in particular by illegally removing library items from the library, by disturbing or impeding the work of other users, by not following instructions from staff or by insulting staff.
- (7) The President of the HSHL shall decide on an indefinite exclusion from use. ²The right to be heard must be granted before a decision is made. ³The exclusion and restriction of use may include any form of use of the library.
- (8)
- (9) ²Die Haftung für Schäden aus der Verletzung des Lebens, des Körpers oder der Gesundheit bleibt unberührt.

Section 10: Fees, charges and expenses

¹Registration with and use of the University Library are free of charge. ²The details on fees, charges and expenses shall be governed by the Regulations on Fees for the libraries of the Hamm-Lippstadt University of Applied Sciences.

Section 11: Liability

- (1) ¹The University Library shall not be liable for the loss of or damage to items brought into the library.

- (2) ²The user shall be liable to pay compensation for lost, damaged or unreturned media. ³The details shall be governed by the Regulations on Fees for the libraries of the Hamm-Lippstadt University of Applied Sciences. ¹The Hamm-Lippstadt University of Applied Sciences shall only be liable for damages resulting from incorrect, incomplete, omitted or delayed services of the University Library in cases of intent and gross negligence. ²Liability for damages resulting from injury to life, limb or health shall remain unaffected.

Section 12: Data protection

- (1) ¹The University Library is entitled to collect, store and manage personal data insofar as this is necessary for the fulfillment of its tasks. ²The processing of personal data at the University Library shall be carried out in compliance with the applicable data protection regulations.
- (2) ¹When using the computer workstations, each shall be responsible for the protection of their personal data. ²Users shall therefore be required to close open applications when leaving the workstation.

Section 13: Entry into force; note pursuant to Section 12(5) HG NRW

- (1) These Regulations for Use shall enter into force after their publication in the Official Notices of the Hamm-Lippstadt University of Applied Sciences. At the same time, the Regulations for Use of the libraries at the Hamm-Lippstadt University of Applied Sciences, dated 2 July 2012, shall become invalid.
- (2) It is hereby pointed out that pursuant to Section 12(5) of the Act on the Higher Education Institutions of the State of North Rhine-Westphalia (Higher Education Act – HG), any claims arising from an infringement of procedural or formal requirements of this Act or of the regulatory law or of any other autonomous law of the higher education institution may no longer
- (3) be claimed upon expiration of one year after promulgation of this notice, unless
 - a the regulations have not been properly published,
 - b the Presidential Committee had previously raised an objection to the resolution of the body that decreed the regulation,
 - c the formal or procedural deficiency was reported to the university beforehand indicating the violated legal provision and the fact giving rise to the deficiency, or
 - d in the public announcement of the regulation, no reference was made to the legal consequence of the exclusion of complaints.Hochschule nach Ablauf eines Jahres seit dieser Bekanntma-

Issued on the basis of the resolution of the Senate of
30 September 2024

Hamm, 23 October 2024

Signed Prof. Dr.-Ing. Kira Kastell
President of Hamm-Lippstadt University of Applied Sciences

