

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 on Fees for the Libraries of the Hamm-Lippstadt University of Applied Sciences of 30 September 2024

Based on Sections 2(4) sentence 1, 29(4) sentence 4 of the Act on the Higher Education Institutions of the State of North Rhine-Westphalia (Higher Education Act – HG) dated September 16, 2014 (Law and Ordinance Gazette of the Land North Rhine-Westphalia (GV. NRW.) p. 547), last amended by the Act dated 5 December 2023 (GV. NRW. p. 1278), in conjunction with Section 2(1) no. 2 of the Ordinance on the Levying of University Fees (University Fees Ordinance - HABg-VO NRW) dated 13 August 2015 (GV. NRW., p. 569), last amended by the Act dated March 25, 2021 (GV. NRW. p. 331), Hamm-Lippstadt University of Applied Sciences has issued the following Regulation on fees as a statute: als Satzung erlassen:

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Section 1: Principle

- (1) Use of the University Library is generally free of charge.
- (2) Fees, costs and expenses are charged for administrative activities and types of use in accordance with these Regulations on Fees and the relevant university and relevant provisions governing costs of the state of North Rhine-Westphalia in the currently valid versions.

Section 2: Definitions

- (1) A media unit within the meaning of these Regulations on Fees shall be defined as each individual volume or every volume of work that can be borrowed or used as a physical unit.
- (2) Other items within the meaning of these Regulations on Fees shall include laptops, monitors, presenters, calculators, USB sticks, HDMI cables, extension cables, cable boxes, power bank boxes, computer mice and facilitator's toolboxes.

Section 3: Exceeding the loan period

- (1) The fee to be charged per media unit and other items if the loan period is exceeded shall be due when the loan period is exceeded, without the need for a reminder by the Library from the and amounts to:
 - 1st to 10th calendar day: € 2.00
 - 11th to 20th calendar day: € 5.00
 - 21st to 30th calendar day: € 10.00
 - from the 31st calendar day: € 20.00
- (2) When borrowing laptops, if the loan period is exceeded, the late fees per borrowed laptop are as follows, in deviation from paragraph 1:
 - 1st to 10th calendar day: € 10.00
 - 11th to 20th calendar day: € 20.00
 - 21st to 30th calendar day: € 40.00
 - from the 31st calendar day: € 80.00
- (3) Exceeding the loan period by more than 40 calendar days is considered non-return within the meaning of Sections 5 (1).
- (4) The fees are incurred regardless of reminders.
- (5) When calculating the loan period overrun, one waiting day after the end of the loan period is taken into account.

Section 4: Loss, damage, non-return

- (1) ¹In the event of non-return, loss or damage to media units, other items or parts thereof, the user is obliged to pay compensation. ²In addition to the late fees from Section 4, and in addition to compensation for damages, an administrative fee of €25 per media unit or other item will be charged.
- (2) ¹Delinquency fees shall only be charged up to the time at which the loss of a media unit has been reported. ²The procedure set out in paragraph 1 shall apply. ³If the media unit is nevertheless returned, the library may waive further action in accordance with paragraph 1 and instead charge the late fees for the entire period in which the loan period was exceeded.

Section 5: Replacement of the library card

A fee of €5.00 is charged for the reissue of a lost or damaged library card.

Section 6: Blocking a user account

Borrowing or extending the loan periods via the user account is not possible, in particular if the fee account is overdrawn by more than € 10 or the account has been blocked due to an extant fourth reminder for overdue fees.

Section 7: Interlibrary loan

- (1) The library charges a fee of €1.50 for each interlibrary loan order, regardless of the success of the order. The amount is based on the applicable provisions of the Interlibrary Loan Regulations and the supplementary provisions of state law. Costs and fees that may be charged by the lending library, as well as those arising from special forms of shipment or insurance, shall be reimbursed in addition
- (2) University faculty members are exempt from interlibrary loan fees.

§ 8 Fälligkeit, Zahlungsverzug

- (1) Fees, costs and expenses are due when the written request for payment is issued or, if no such request is issued, when the service is rendered or the administrative act is carried out, unless these Regulations on Fees specify a different point in time.
- (2) ¹For notifications sent by letter post and reminders, the postage costs shall be reimbursed by the user. ²If enforcement measures become necessary, fees and expenses shall be charged in accordance with the Administrative Enforcement Act of the State of North Rhine-Westphalia and the relevant cost regulations as amended from time to time

Section 9: Reduction and waiver of fees and costs

¹Fees incurred may be deferred, reduced or waived in exceptional cases on application if their collection would cause particular hardship in the individual case.

²The decision on this shall be made by Library Management.

Section 10: Entry into force; note pursuant to Section 12(5) HG NRW

- (1) ¹These Regulations on Fees and Charges shall enter into force after their publication in the Official Notices of the Hamm-Lippstadt University of Applied Sciences.

²Concurrently, the Regulations on Fees for the libraries of the Hamm-Lippstadt University of Applied Sciences dated 7 October 2013 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 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.

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

