

University of Klagenfurt

University library usage policy

Article I Right of use

Section 1

- (1) Use of the university library is permitted for everyone and is carried out in accordance with the house and usage rules of the University of Klagenfurt and the relevant IT usage rules.
- (2) Anyone who enters the premises of the university library or uses its services is thus subject to the usage rules of the university library and the house and usage rules of the University of Klagenfurt.
- (3) Persons who are not members of the University of Klagenfurt are granted the right to use the library and borrow items upon issue of the library card.
- (4) Persons younger than 18 years of age will receive the library card upon presentation of a statement of approval and liability from their legal representative.
- (5) For persons who are not members of an Austrian university (pursuant to Section 94 of the Universities Act 2002 [*Universitätsgesetz 2002*]), the university library, upon issue of the library card, will levy an annual usage fee, the amount of which will be set out in the schedule of fees.

Article II Opening hours

Section 2

- (1) The opening hours of the university library are announced by a notice and on the library's homepage.
- (2) The university library can implement temporary closures in order to carry out essential organisational work.

Article III Order and security

Section 3

- (1) The instructions of the library staff, which are intended to ensure orderly library operations, must be followed.
- (2) In the reading rooms of the university library, any behaviour that disturbs other library users in their work, in particular telephone calls and talking loudly, must be avoided.
- (3) Smoking, eating and drinking are prohibited in the rooms of the library.
- (4) Objects that pose a risk to persons or property or which hinder library operations, as well as animals (with the exception of guide dogs for persons with disabilities), are prohibited on the library premises.
- (5) All books and other information media must be presented to the appropriate staff when leaving the library, so as to secure the library holdings. The library staff are also authorised to request that bags and other containers in which library assets could be stored are opened for checks to be carried out.
- (6) Entry to the library stacks is only permitted in justified exceptional circumstances and only when accompanied by a member of the library staff.
- (7) The inventory of the university library, as well as the book and media holdings it manages, must be treated with the greatest care. Compensation for damage or loss shall be paid within the scope of the existing statutory regulations (Sections 1331 and 1332 General Civil Code [*Allgemeines bürgerliches Gesetzbuch*]).

Section IV Services

Section 4

All users of the university library are entitled to make use of the **card catalogues** and the **online catalogue**, the systematically ordered **open-access area**, the **semester sets**, the **textbook collection**, the **holdings in the library stocks**, the **multimedia library**, the **copying facilities**, the **microfilm readers**, and the **PCs** provided for Internet and database searches and for other applications, in accordance with the following rules:

- (1) The holdings presented and systematically organised in the reading rooms within the **open-access area** (current literature on the academic subjects cultivated at the University of Klagenfurt as well as reference works and magazines) are freely accessible and can be used without formalities. After use, works that are no longer required must be placed on the red shelves in the racks; the books are put in order by the library staff.
- (2) The **semester sets**, which are also freely accessible, are used to ensure that important study literature which is required or recommended in connection with certain courses is kept available. They are set up on request and in consultation with the university lecturers. A semester set consists of a maximum of 30 works that cannot be borrowed.
- (3) The freely accessible **textbook collection** contains multiple copies of important works of study literature; these works are available for borrowing, but only by students of the University of Klagenfurt.
- (4) Works stored in the **library stocks** must be ordered via the ordering function of the online catalogue or by means of an order slip at the desks; unless there are prior reservations in accordance with Sections 6 and 7 of this usage policy, these works can be borrowed.
- (5) The technical setup of the **multimedia library** is available for using non-printed information media from the holdings of the university library. Reference is made to the regulations of copyright law and/or the relevant licensing regulations of manufacturers. The university library shall be indemnified and held harmless in the event of judicial and extrajudicial costs incurred in connection with unlawful duplication and use of the contents of the borrowed data media. The same applies if a third party has been allowed to use the data medium or its contents illegally.
- (6) University lecturers with offices/work spaces at the University of Klagenfurt can set up longer-term **academic reference collections** with up to a maximum of 50 works, as a special form of borrowing to enable the execution of their teaching and research tasks. The inclusion of periodical publications, which require easy access at the university library, in academic reference collections is excluded. The works borrowed in academic reference collections must be made available to other library users temporarily if required and at the request of the university library.
- (7) Works of the university library that are necessary in the longer term to carry out the teaching and research tasks of a department of the University of Klagenfurt may, in a limited number (max. 100 works) and if no special reasons oppose it (e.g. requirements of other users of the university library, conservation reasons), **be loaned to departments for use in the department's operations, on a long-term basis**. The department is responsible for the safety of these library holdings. The accessibility of the holdings provided to departments as a long-term loan must also be ensured for non-departmental users, at least 20 hours a week on 5 working days. The library staff have the right to access these holdings at any time.
- (8) **The use of databases, electronic journals** and other services provided on the basis of individual contracts with suppliers is carried out in line with the relevant campus licence via the PCs registered within the IP range of the University of Klagenfurt. Users are obliged to comply with the relevant legal regulations, in particular copyright law, special licence agreements and any restrictions on use, when using the electronic resources and programs provided in the university library. In the event that claims are brought against the University of Klagenfurt due to a violation of third-party rights caused by users, the person responsible for the breach must pay all costs and damages arising from it.

In addition, the following regulations apply:

1. The PCs and other information technology facilities of the university library (e.g. servers, networks) are only available for searches linked to programmes of study and research, but not for entertainment, games etc.
2. Passwords that users learn about in connection with searches in electronic resources of the university library must be kept secret and not disclosed to other persons.
3. After leaving a computer workstation, it is available to other users. If it appears necessary for overall operations, the library staff can impose time limits for the use of the information technology facilities.
4. Changes to the configuration of the information technology facilities or the installation of programmes, as well as the saving of own files by users, are prohibited.
5. The information technology facilities must be left in a state that means further proper use by others is possible. Users are not authorised to take over any existing work sessions of another user and to use their user ID and associated authorisations. If a PC is found in this state, the new user is obliged to terminate the existing session.

Section 5

- (1) Books and other information media that are not available at any other public library in Klagenfurt can be ordered from an external library by means of the Austrian and international loans service (interlibrary loan) through the intermediary of the university library.
- (2) The information media obtained by means of the interlibrary loan can only be provided on condition that users recognise the regulations and conditions imposed by the lending library in addition to the regulations governing the use of Klagenfurt university library.
- (3) For each information medium procured from an external library, the ordering party must reimburse the fees charged by the issuing library and the costs associated with the production and transfer of copies. The fees to be charged are regulated by the schedule of fees and announced by notice and on the homepage of the university library.
- (4) Works from Klagenfurt university library which are compiled in academic reference collections, in the textbook collection and in special collections, as well as works that were published before 1900, are excluded from borrowing by means of the interlibrary loan.
- (5) The transfer of books and information media borrowed from other libraries via interlibrary loans to third parties is not permitted.
- (6) For works provided via the interlibrary loan and not returned within the appointed periods, the regulations governing the return of works shall apply.

Section 6

- (1) The use of books and other information media of the university library whose preservation in terms of value requires special safeguards or conservation precautions is only permitted if there is an academic or professional interest worthy of consideration.
- (2) Works are excluded from borrowing if organisational reasons (e.g. the library's own needs, exhibition preparations, etc.) oppose this.

Section 7

At the request of the author, diploma and doctoral theses can be excluded from use for a limited period of time by the Rector of Studies.

Section V Borrowing

Section 8

- (1) The borrowing of books and other information media is only possible after the borrower's personal data has been entered into the loan system, which is automatically carried out for students, university lecturers and general university staff at the University of Klagenfurt. Other people require **the library card** (usage and borrowing authorisation), which is issued upon presentation of a photo ID and the valid registration form. Persons under 18 years of age also require a declaration of liability from their legal representative. At the same time as the library card is issued, the user's personal data is entered into the loan system; by signing the master data sheet, the user confirms that they have noted the usage policy of the university library.
- (2) Students of the University of Klagenfurt may make use of the regulations of Section 9, Paragraph 1 (b), Section 10, Paragraph 4 and Section 11, Paragraph 5, if confirmation has been submitted to the study department by the head of the department or another academic supervisor regarding engagement with a diploma or doctoral thesis during the current semester and the corresponding data has been recorded in the loan system.
- (3) Persons who are not members of the university and are not citizens of Austria or equivalent, and who do not have a normal residence in Austria will be required to pay a deposit as security before issue of the library card. Scholarship holders and visiting professors can be released from the need to pay a deposit if there is a corresponding application and a declaration of liability by the head of an organisational unit.
- (4) Any changes of address and changes to the circumstances on which the right to borrow items is based shall be made known to the university library without delay.

Section 9

- (1) **Works from the open-access area** can only be borrowed:
 - a) By university lecturers in the relevant department, whereby the need to keep the works available and usable by other library users must be ensured
 - b) By those working on diploma and doctoral theses in accordance with Section 11, Paragraph 5
 - c) By students and other library users on weekends (from Friday, 9 a.m. to Monday, 12 noon) and during times when no lectures are held
- (2) **Books from the textbook collection** can only be borrowed by students of the University of Klagenfurt.

Section 10

With regard to the number of works borrowed simultaneously, the following regulations apply: (1) Six works can be borrowed from the library stocks.

- (2) Three works can be borrowed from the open-access holdings (with the exception of works from academic reference collections) as weekend loans, and six works as holiday loans.
- (3) Three works can be borrowed from the textbook collection.
- (4) The number of works that can be borrowed is increased for diploma and doctoral thesis candidates (maximum 12 works from the library stocks, maximum nine from the open-access area).
- (5) University lecturers with offices/work rooms at the University of Klagenfurt may – in addition to any academic reference collections – borrow up to 30 works at the same time.
- (6) For persons in accordance with Section 8, Paragraph 3 who have paid a security deposit, the number of works that can be borrowed at the same time is limited to 5.

Section 11

With regard to the borrowing periods, which may be extended via the OPAC of the library, but also by telephone on two occasions, if no other library users have reserved them, the following rules apply:

- (1) Loans from the library stocks are limited to 22 opening days (= 30 calendar days).
- (2) The period for weekend loans from the open-access area begins on Friday at 9 a.m. and ends on Monday at 12 noon; loan periods that deviate from this based on the calendar are announced by notice and on the homepage of the university library.
- (3) The loan period for works from the textbook collection is 22 opening days (= 30 calendar days).
- (4) The time periods for holiday loans begin on the last opening day before and end on the first opening day after the periods when there are no lectures, as determined by the Senate. Calendar-related changes in these dates (e.g. due to bridging days) are announced by means of a notice and on the homepage. Reference is made to Paragraph 7.
- (5) For loans from the open-access holdings, a period of 22 opening days (= 30 calendar days) can be claimed by dissertation and thesis candidates.
- (6) For university lecturers at the University of Klagenfurt, the time period for personal loans from library stocks or open-access holdings is set at 66 opening days (= 90 calendar days). Loans within academic reference collections, which are understood to be non-lending collections, are limited to 125 opening days (= 1/2 year).
- (7) In some cases, the university library can set shorter loan periods if this is required to ensure teaching and research operations or for official reasons; for the same reasons, the return of borrowed works can also be requested before the expiry of the relevant loan period.

Section 12

The following are excluded from borrowing:

- (1) Works excluded from use in accordance with Sections 6 and 7
- (2) Works whose permanent availability on the premises of the university library or the University of Klagenfurt is absolutely necessary in order to ensure the teaching and research operations, the use of the library and the library administration, such as bibliographic and other reference works, works from semester sets and periodicals
- (3) Other valuable and hard-to-replace works, as well as those that were published before 1900
- (4) Works requiring special care or attention, such as newspapers, loose-leaf collections, cards
- (5) Works procured by means of interlibrary loan, if this is required by the issuing library

Section VI Returns

Section 13

- (1) Borrowed books and other information media must be returned at the latest at the end of the loan period, without it being necessary to request this. Extensions of the loan periods are possible in accordance with Section 11.
- (2) In the event of non-compliance with the obligation to return works, the university library shall send a written or e-mail reminder requesting the return of the borrowed works and referring to the expired loan period. If this request is not followed, this reminder will be repeated twice at intervals of 5 opening days (= 7 calendar days). The third reminder will be sent by registered letter with return receipt (type A) and will indicate the consequences of failure to comply.
- (3) A reminder fee will be collected for the late return in accordance with the schedule of fees.

Section 14

- (1) For as long as library users who are entitled to borrow works have not complied with the request to return borrowed works or have not paid the costs owed, their right to borrow is suspended. The collection of the borrowed works and/or the costs due will be pursued in court. The place of jurisdiction is Klagenfurt.
- (2) After an unsuccessful third reminder for persons under the hierarchical authority of the Rector, the recovery will be managed through official channels.
- (3) Repeated failure to return works after the third warning constitutes a breach of the library usage policy and will be penalised with a limited term withdrawal of the entitlement to borrow books, pursuant to Section 18 or, in the event that the situation recurs, permanent withdrawal of said entitlement.

Article VII The Karl Popper collection

Section 15

- (1) The holdings of the Karl Popper Collection (KPS) at Klagenfurt university library can be used – if they are not subject to restrictions on use – especially for academic, literary or journalistic work. Where possible, users are encouraged to give advance notice of their interest in using these holdings and their wishes for use, their arrival and the expected duration of their stay.
- (2) The users enter their names in the visitors' book each time they visit the KPS and fill out a request for use. People who are not known to the library are identified by their passports or official photo ID.
- (3) A separate order form must be completed for each desired group of archive documents or publications. The requested materials can only be made available in limited quantities at a time.
- (4) All archive documents and other materials from the KPS must be used in the designated rooms at the library. Regarding order and security, Article III of the present usage policy and the house and usage rules of the University of Klagenfurt apply. The items issued must be handled carefully and gently; the pre-existing order must be strictly maintained. In the event of a foreseeable longer absence from the workstation and in good time before the collection is closed, the materials must be returned in full and undamaged. If a reservation is not requested, usage is completed with the return of the order form.

Section 16

- (1) Permission to view the archive documents does not include permission to publish them. Use of the collection may only be made in accordance with the existing legal regulations, in particular those of copyright law. The user must obtain the necessary approvals directly from the authorised persons. This applies in particular to the public reproduction of text passages, insofar as they are not legally subject to the free use of a work as a quotation, as well as to the contents of archive documents that constitute personal data.
- (2) The user must specify the Karl Popper collection of Klagenfurt university library for each use as a source. The user is requested to provide the KPS with a copy of the document from all publications and modified, later editions or reuses for which material from the collection has been used.
- (3) The KPS does not lose its own right to utilise these materials or make them available to third parties by granting permission to make a transcript/copy or use the materials.
- (4) Copying of archive documents is only possible to a limited extent. Full copying of completed manuscripts or extensive sections of manuscripts, as well as of larger series of letters or an entire correspondence group is generally not permitted. For exceptions, e.g. for editing projects or exhibitions, a written application must be submitted and decisions will be taken on a case-by-case basis.

- (5) Copies of archive documents are only made by university library staff for a fee. An order form must be completed for this purpose. Books and magazines can be copied on a device intended for this purpose, in compliance with the regulations of the University of Klagenfurt. All copies are for personal use only and may not be disclosed to third parties.
- (6) The usage policy set out in Sections 15 and 16 forms part of the application for use. By signing the application for use, users conclude a contract with the university; users undertake to comply with this and are liable for all damage and loss incurred by the KPS and the university in the event of non-compliance.

Article VIII Unit for special collections

Section 17

- (1) All books and objects in the unit are non-lending collections and must generally be used under supervision in the reading room during opening hours. The entire holding is excluded from interlibrary loans.
- (2) Before using the holdings from special collections, a prior notification is required, especially for users from outside the university. Users enter their names in the usage register, which also lists all the works and objects used. For identity verification, a photo ID must be provided, which is stored for the duration of use when using particularly valuable objects.

Regarding order and security, Article III of the usage policy of the university library and the house and usage rules of the University of Klagenfurt apply. By registering in the usage register, users undertake to comply with the usage policy; they are liable for damage and loss caused to the unit for special collections in the event of non-compliance.

- (3) The unit's holdings can be used at an assigned workstation from Monday to Friday, in line with a time-based agreement. These workstations are only available to the users of the unit.
- (4) The library stocks of the unit may only be entered by members of staff of the library. If entry into a library stock by users is appropriate for organisational reasons, this only takes place with the accompaniment of the responsible library employee.
- (5) The works and objects ordered for use are presented in limited quantities.
Medieval codices and incunabula must always be used with light-protection films and on a desk or with supporting materials. Proper handling of objects and works is monitored; if need be, the user must be instructed accordingly. Reproductions can only be made in compliance with conservation conditions.
- (6) When the use comes to an end, the works and objects returned are checked for completeness and integrity in the presence of the user.
- (7) The user undertakes to provide publication items. The relevant form must be signed and is stored in the usage record.

Article IX Violation of the usage policy

Section 18

- (1) For persons who, despite a warning, violate the usage policy of the university library, or whose approval for usage appears unacceptable after a one-off case of serious misconduct, the Director of the library must restrict or limit the right of use, or, if no other remedy can be found, withdraw it permanently. Any civil or criminal consequences are not affected by this.
- (2) The Rectorate shall decide on objections to the restriction, refusal or withdrawal of the usage authorisation, following consultation with the Director of the library.

Article X
Entry into force

Section 19

This usage policy will enter into force on the day following its publication in the university bulletin of the University of Klagenfurt.