

Regulations on use of the IWH library

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For reasons of better readability, we use the generic masculine in the text below. Corresponding terms apply for all genders in the sense of equal treatment.

§ 1 General information and tasks of the library

The scientific library at IWH specializes in economics. Its main purpose is to provide information and facilitate research at IWH.

It is open to the public and can therefore be used for teaching, study and to provide general economic information.

The IWH library is a member of the Common Library Network (GBV) and uses PICA software.

Its catalog is defined as the media and works owned by the library, including, books, periodicals, newspapers, audio-visual media, databases and the like..

The tasks of the library include:

- creating an ample catalog of information and media
- accessing and archiving media and making items available for use
- procuring unavailable items from other libraries
- enabling or procuring reproductions of publications within the scope of copyright law
- issuing and providing information.

§ 2 Users

The IWH library distinguishes between internal and external users:

- (1) **Internal users** are, for example, the employees of IWH, student assistants, interns, scholarship holders and guest scientists. These are unrestricted users who can use all of the library's services free of charge.
- (2) **External users** include interested parties not connected with the institution who have restricted use of the library. Some services are subject to charge for this group of users.

§ 3 Registration, use and opening times

Registering to use the library must be done in person.

The following information is required:

(1) **Internal users**

All necessary information needed for personal identification and for creating a library account (name, address, contact details such as a telephone number and e-mail address)

Signature acknowledging: copyright notice and terms of use

(2) **External users (only if items are to be borrowed from the library)**

All necessary information needed for personal identification and for creating a library account (name, address, contact details such as a telephone number and e-mail address)

Personal ID card or similar document to confirm personal details/identity

Signature acknowledging: copyright notice and terms of use

For external users, admission to use the library automatically ends one year after the library was last actively used.

Registration data is stored in an electronic directory of users for use by the library. All data is subject to data protection. Only library staff have access to this data.

Admission to use the library is granted once a user is entered into the library's electronic directory of users and becomes effective with the signing of the registration form. This can be granted for a limited period of time, subject to conditions and requirements.

All items borrowed from the library must be returned at the time the library account is closed. Outstanding obligations must be fulfilled. The closing of a library account is documented by a signature by the library on the employee checklist.

Opening times:

Monday to Thursday **08:00 am – 06:00 pm**

Friday **08:00 am – 03:00 pm**

§ 4 Information tools and information

Library users can access the library's electronic information tools around the clock on the network. These include OPAC, catalogs, information services and databases.

Users can access reference works and library information services and searches during opening hours.

The library handles enquiries and conducts specialized research and literature searches within the scope of its capabilities.

§ 5 Reproductions

Users may make reproductions provided items are not damaged.

Library users bear sole responsibility for complying with copyright, personality rights and other rights.

In signing the copyright notice, a user has been duly instructed about complying with copyright laws.

§ 6 Borrowing, reserving items

Each item to be borrowed is checked out with a valid library card at the information desk on the ground floor.

The borrowing process is complete once the item has been checked out and handed over to the user. Once the item is handed over, the user assumes liability for damage until the item is returned in a proper and timely manner.

Borrowed items can be reserved. The library shall inform the borrower once the reserved item becomes available.

§ 7 Loan period

Internal users can borrow items for an unlimited time as long as the item is not reserved by other internal users. The library can limit the borrowing time of an item to two to four weeks once another internal user has reserved the item.

Other conditions apply to external users. A maximum of five items can be borrowed for a period of 4 weeks. The library reserves the right to curtail borrowing times.

Users can request to renew an item by e-mail before the loan period expires.

§ 8 Returns

Borrowed items must be returned to the library of the user's own accord no later than on the day they are due or before one leaves employment at IWH.

Users are obliged to return an item without delay, even before it is due, if the library requests the item be returned. In the event of absence or other hindrance, the borrower must ensure that the borrowed item is returned in good time. The library shall suitably inform users of a due date.

If borrowed items are not returned on time, the library shall ask the borrower to return the items immediately. If this request is ignored, an overdue notice and respective fee shall be issued.

If a user does not comply with a request to return an item or does not pay damages or fines, the library shall refuse to lend or renew items.

§ 9 Interlibrary loans

The IWH library participates in the GBV's interlibrary loan program and offers document delivery. Only IWH staff members can request an interlibrary loan.

Items which are neither available at the library itself nor at another publicly accessible library on site can be procured by the library through an interlibrary loan in accordance with the provisions of the "Interlibrary Loan Regulation of the Federal Republic of Germany (LVO)" and the paper/document "International Resource Sharing and Document Delivery: Principles and Guidelines for Procedure" of the IFLA (International Federation of Library Associations and Institutions).

Interlibrary loan requests can be submitted to library staff by way of an order form and by e-mail indicating all relevant bibliographic data and the cost center of the department.

Requests and documents related to the interlibrary loan, such as renewals or exemptions, should also be submitted to the IWH library.

The IWH library's Regulations on Use shall also apply to items obtained through interlibrary loans. The instructions of the lending library must be followed.

Items to be used externally shall be dispatched in accordance with the provisions of the interlibrary loan program. The library may stipulate lending restrictions, conditions or refusals.

Reproductions may be supplied in lieu of the original, insofar as this is permitted by copyright law.

§ 10 Conduct in the library

Users are to act in such a way as to ensure that library operations are not hindered, other users are not impaired in their work, and the library's catalog, equipment and facilities are not damaged.

The consumption of food and beverages, smoking, the bringing of animals and the use of mobile phones are not permitted.

Coats, umbrellas, bags and similar items must be deposited or locked away in the cloakroom on the ground floor.

The library assumes no liability for cloakroom items.

Library users are obliged to follow the instructions of the library staff.

§ 11 Obligation of due care and liability for damages

Users are to treat items with due care and shall protect them from damage.

Damage also includes inscriptions of any kind, such as markings or comments, as well as the removal of pages or articles.

Users should check the condition of each borrowed item and report any damage. If no report is made, it is assumed that the user has received the item in an undamaged condition.

Users must compensate for items that are damaged or not returned after three overdue notices have been issued. The library may require the user to restore the item to its previous condition or to obtain a replacement copy, equivalent item or a reproduction at the user's expense, or it may stipulate appropriate monetary compensation.

§ 12 Exclusion from use

Anyone who repeatedly or egregiously violates the regulations of the library or the instructions of the library staff can be excluded from using the library partially or completely for a limited or unlimited period of time.

The obligations arising from the use of the library shall remain in force.

§ 13 Liability of the library

Assumption of liability by IWH is excluded to the extent permitted by law.

In particular, IWH shall not assume liability for damages resulting from improper, incomplete, omitted or delayed library services.

IWH shall also not assume liability for damage to any of the user's hardware, files or storage media resulting from borrowed storage media or the use of library computers.

§ 14 Data protection

The General Data Protection Regulation (GDPR) shall form the basis for the use and processing of personal data. Please refer to IWH's current privacy statement on the IWH website at <https://www.iwh-halle.de/datenschutz/#c5747>.

Data is protected through appropriate personnel, technical and organizational measures.

§ 15 Fees, expenditures and service charges

No fees are charged to use the library and to borrow items.

The following applies to external users: External users shall be charged for the use of the library's copying machines. Rates are posted in the library.

If library materials are not returned despite three overdue notices or if there is considerable damage or destruction to library materials, users shall pay processing fees for procuring and/or replacing as well as for integrating the library materials, in addition to the actual costs for replacing the library materials.

The List of Fees set forth in the "Regulations on Charges for University Libraries" in its current version (cf. Appendix) lists fines for replacing and integrating the library materials as well as the fees for overdue notices and processing fees for the repair or replacement of keys and locks.

List of Fees		
Number	Item	Fee in €
1.	Service fees	
1.1	Borrowing items as part of an external interlibrary loan, per request (external borrowing fee) <i>Please note:</i> These fees cover the regular library costs within the framework of the Interlibrary Loan Regulation. The costs for reproductions of up to 20 DIN A4 copies per order are included.	€ 1.50
2.	Administration fees	
2.1	Overdue notice fee per item	
2.1.1.	for the first overdue notice	€ 2.00
2.1.2.	for the second overdue notice	€5.00
2.1.3.	for the third overdue notice <i>Please note:</i> Overdue notice fees arise as soon as the overdue notice is generated.	€ 10.00
2.2.	Late fee per item and opening day however not exceeding <i>Please note:</i> This fee shall be charged if the library does not issue overdue notices.	0.00 0.00
2.3	Processing fee for the replacement of lost or destroyed library materials <i>Please note:</i> This fee shall be charged in addition to the replacement charge.	
2.3.1.	Procurement of replacement copy per item	€ 7.50
2.3.2.	Integration of replacement copy per item	€ 20.00
2.4.	Replacement of lost or damaged storage media	
2.4.1.	Book storage media	€ 5.00
2.4.2.	Library card	€ 7.50
2.5.	Processing fee for the repair or replacement of keys following the loss of a key <i>Please note:</i> The repair and replacement costs are also to be reimbursed.	€ 15.00