



FH-LIBRARY

LIBRARY RULES AND REGULATIONS

General information

- § 1 (1) The house rules and the library rules must be observed
1. in the library at Wohlmutstraße 22 / Inner courtyard, 1020 Vienna,
 2. at our location at Engerthstraße 191, 1020 Vienna,
 3. at our location Media Quarter Marx 3.4 (MQM), Maria-Jacobi-Gasse 1, 1030 Vienna,
- (2) The UAS BFI Vienna cannot be held liable for any items taken into the library.
- (3) Contact: see www.fh-vie.ac.at/en/pages/library

Opening and service hours

- § 2 (1) Opening and service hours as well as holiday and closing times are announced on the library homepage, under Library in Moodle, in the display case at the library entrance and are displayed in the reading room.

Acquisition, inventory, and discarded media

- § 3 (1) The head librarian and the library staff are authorised to purchase UAS library media.
- (2) Staff and faculty of the University of Applied Sciences BFI Vienna (UAS BFI Vienna) and of the UAS BFI Vienna EEC GmbH (EEC) can make purchase requests. Every acquisition for a particular study programme needs to be approved in advance by the respective programme director, for projects by the project coordinator, for the administration by the head of the respective department and for the EEC by the head of the EEC.
- (3) To order print-media or e-media the suitable online forms need to be filled in. The corresponding links can be found in DPW and in PROMAS under SuP Infrastruktur.
- (4) The libraries physical inventory is made available in the cabinets and shelves at the locations of the UAS BFI Vienna mentioned above. There are also library items that are stored in the offices of UAS staff and faculty at the locations Wohlmutstraße and Engerthstraße. Library items at the MQM are stored on the 2nd floor in correspondingly labelled cupboards.
- (5) The subject coordinators, the programme directors as well as the head of the EEC decide which media can be discarded. The list of items to be discarded are signed by the head librarian and passed on to the managing director who then decides on the final rejection of the inventories. These lists are then attached to the inventory report.

Code of Conduct

- § 4 (1) Every behaviour on the library premises that could disturb other library users' concentration is to be avoided.
- (2) Eating, drinking, and making voice calls in the library are prohibited.
- (3) Library media and library inventory are to be handled with the utmost care. Library users will be held liable for any kind of damage or misuse of library computers or the book scanner.
- (4) Library users are responsible for their own compliance with terms of use and copyright regulations.
- (5) Requests from the library staff need to be followed at all times in order to guarantee smooth operation.
- (6) If users fail to observe these regulations their right to use the library facilities can be restricted for a certain period of time.

Data storage and Data protection

- § 5 (1) The library uses electronic data processing to fulfil its tasks and does so in accordance with the General Data Protection Regulation (GDPR, German: DSGVO) and the Austrian Data Protection Law in their currently applicable versions. The library user agrees to the electronic storage of their personal data such as name, gender, e-mail address, UAS person ID and FHB-number for the purpose of library management. This user data will be processed by the library staff of the UAS BFI Vienna. None of this user data will be disclosed to third parties, unless it is requested by law or a contractual obligation of the UAS BFI Vienna. The above-mentioned user related data will be processed in the library only for the time necessary to serve the mentioned purpose and only to the extent required by applicable law. The library will store user data until the expiry of limitation periods of legal claims or as long as the legal retention period requires.
- (2) Consent to this data processing can be withdrawn in written form (also via e-mail) at any time by directly contacting the library staff members. In this case, the library-user-account will be deleted, and therefore no further borrowing of media will be possible. Media usage on site remains an alternative option.

Lending Services

- § 6 (1) The following groups are entitled to borrow the library holdings free of charge:
1. Students and extraordinary students of the UAS BFI Vienna
 2. Graduates of the UAS BFI Vienna
 3. Full-time and part-time lecturers of the UAS BFI Vienna
 4. Part-time lecturers of the EEC
 5. Administrative staff of the UAS BFI Vienna
 6. Sponsors
 7. People who are affiliated to the UAS BFI Vienna through projects or events etc.
- (2) Those who do not belong to any of the groups mentioned in section (1) can only use print media in the library reading room. Borrowing media is prohibited.
- (3) Students may borrow up to 8 physical media.
- (4) The transfer of media to a third party is prohibited and does not absolve the borrower from his/her liability.
- (5) The lending period is defined to 3 weeks. Extensions (online, via phone or e-mail) can be granted if no prior hold-requests have been placed.
- (6) Part-time lecturers can take out media for an entire semester if necessary.
- (7) Should members of the UAS staff or the staff of the EEC take out an item themselves, outside opening hours, they need to inform the library staff immediately by e-mail.
- (8) If any medium is moved to another location or given to another staff member, the library staff needs to be informed instantly.
- (9) The person in whose office the media are kept is responsible for their safe keeping.
- (10) Media can be returned as follows:
Location "Wohlmutterstraße": Media-return-box in the library reading room or in the library office.
Location "MQM": Media-return-box in the study and common room.
- (11) In cases of demand, shorter lending periods may be determined, or borrowed media demanded for return before the current lending period expires.
- (12) The use of electronic resources (databases, e-journals, e-books) depends on the respective license agreements. On-site access is possible from all computers on campus and via UAS WLAN, login to the WLAN and use via VPN is open for all students, staff members of the UAS BFI Vienna and the EEC who have an active user ID. The disclosure of FH access data to third parties is not permitted.

- § 7 (1) For the following media lending is limited or not possible at all:
- a) Media from the reference section, like reference books and encyclopaedias and media with the location "Library Reference Only", may only be used in the library reading room.
 - b) Media that have been defined by departmental lecturers as part of the reference collection may not be borrowed.
 - c) Physical diploma and master theses can only be used in the library reading room. Diploma and master theses for which an embargo has been approved cannot be accessed for the duration of the embargo period.

Return of media, reminder mechanism and discharge

- § 8 (1) Borrowed media are to be returned unasked by the expiry date of the lending period. When media cannot be returned, the borrowing period must be extended on time. A reminder e-mail will be sent 3 days prior to expiry, if there is no return, 1 day after the expiry date the first admonition will be sent, 4 days after the expiry date a retroactive reminder charge of €0,20 per medium per day will be due. The maximum fee is €25,00.
- (2) If the dues are not paid and the media not returned after the second admonition, the case will be forwarded to the administration office. The library user will be excluded from the lending system.
 - (3) Automated reminders and admonitions are sent electronically to the official UAS BFI Vienna e-mail address of the library user.
 - (4) Lost or damaged media must be replaced. There will be no refund for retrieved media!
 - (5) Members of the UAS BFI Vienna and the EEC (students, lecturers, and administrative personnel) are obliged to return all library media before long-term absences and will not be relieved from any back-dues or overdue media because of leaving the UAS or EEC (e.g. graduation, dropping out, resignation).

Statistics

- § 9 (1) Borrowing and return transactions will be recorded anonymously by library staff and evaluated statistically by the head librarian for the Austrian Library Statistics (Österreichische Bibliotheksstatistik, ÖBS), Public Libraries in Austria (Büchereiverband Österreichs, BVÖ) and the internal annual report.

Coming into Effect

- § 10 (1) These library rules and regulations come into effect on the 25.10.2022.