

Johannes Kepler University Linz

University Library Rules

(according to § 22 of the UG, BGBl I 2002/120 in the currently valid version,
in conjunction with § 3 Sec. 2 of the Organizational section at the Johannes Kepler University
Linz)

§ 1 Terms of Use

1. The use of library facilities as well as access to the library's materials and resources are available to all library patrons. All library patrons are asked to carry a photo ID and present the ID upon request by library staff.
2. Library patrons who use library services will agree to comply with the currently valid version of the University Library's rules and regulations (available on the University Library homepage). In addition, all rules and regulations pertaining to the Johannes Kepler University Linz apply. A currently valid version of all rules and regulations at the JKU is available on the JKU homepage.
3. The JKU is liable only for deliberate and/or grossly negligent damages caused by University Library personnel or individuals authorized by the library.

§ 2 Library Hours

1. Library operating hours (Main Campus University Library, Law Library, and various institute libraries) will be posted publicly.
2. The University Library reserves the right to close for organizational and administrative reasons during periods of the academic year when classes are not in session. Advance notification will be posted publicly.

§ 3 Conduct and Safety at the Library

1. Any behavior or conduct that interferes with another person's ability to use the library is prohibited. Smoking is not permitted.
2. The use of mobile phones, pagers and other similar electronic devices is not permitted in the reading area. Drinks may only be consumed from closeable containers. Open drink containers (from vending machines and the like) and eating are permitted in designated areas only.
3. Objects that could potentially endanger or harm others and all animals (aside from service animals such as seeing-eye dogs) are prohibited.
4. Bags, briefcases, and outer wear are not permitted in the reading area. These items must be kept in a locker and/or in the cloak room. Exceptions can be made in the event that locker or cloak room space is unavailable.
5. If - contrary to the rules stated in § 3, Sec. 4 - bags and briefcases have been brought into the reading area, in the interest of protecting library property all university library staff reserve the right to inspect all bags and briefcases.

6. Library patrons may only enter restricted areas of the University Library when accompanied by university personnel.
7. We kindly ask all library patrons to treat library materials and resources with the utmost respect. Loss or damage to library property and resources caused by a library patron is to be replaced according to current legal regulations. The marking of any library materials is strictly forbidden.
8. To ensure a comfortable, disruption free environment at the library, library patrons are asked to follow all instructions by library staff members. Library patrons must present identification for inspection if requested by a member of the library staff in the course of their duties.
9. Library patrons who do not comply with library rules and regulations, even after repeat warnings, or library patrons who have previously lost library privileges for past incident(s), will have only limited use of the library services and/or all library privileges revoked.

§ 4 User Regulations

1. Library materials in the reading area are freely accessible and can be used without being subject to formalities. After using these materials, library users are asked to return the material to designated areas or on the reading area tables. University library staff will return books to the shelves.
2. Material in reserved areas must be ordered at the Circulation Desk or in advance online via the online catalog.
3. Materials belonging to the University Library that are required for teaching or research purposes by an institute or department at the JKU, or are required by the Central Services departments at the JKU can, providing there are no objections (such a request submitted by other library patrons, conservation reasons, etc.) may be placed at institutes and/or Central Services departments for use.
4. The head of the institute and/or the head of the corresponding department in Central Services will be responsible for materials belonging to the university library; access is to be regulated by each institute library. University library materials located at institute libraries must be made accessible to external library patrons.
5. The institutes must permit authorized university library personnel to access university library materials located at institute libraries or at Central Services offices.
6. Access to library materials and manuscripts stored in restricted areas for conservation and/or special security purposes is permitted only when:
 - 1) Interest is of an academic, scientific and/or professional nature.
 - 2) The library materials can be viewed in an environmentally controlled area that facilitates the preservation of special materials.
7. The following may not be accessed or checked out:
 - 1) Library materials in which publication or circulation is prohibited due to legal reasons.
 - 2) Diploma degree theses and dissertations made inaccessible by the author (up to the specified date).

8. PCs and other work stations at the library are for study and research work only. We ask that these areas not be used for social purposes such as game playing, etc. Frequent misconduct can result in the loss of privileges to use these areas and work stations. If misconduct is suspected, library staff reserves the right to inspect these areas.
9. When the library is crowded, library staff reserves the right to limit computer use time at work stations in order to accommodate other library users.
10. PC works stations are publicly accessible and available on a first come, first serve basis. After use, we kindly ask all patrons to leave the work space clean and tidy for the next person.
11. Library patrons are not permitted to change any configurations or installed programs on computers at work stations. Saving personal data and information is prohibited.

§ 5 Borrowing Policies

1. After showing appropriate identification and a valid library card, library users may check out books and library materials in accordance to sections 2 to 10.
2. The first library card for KeplerCard holders will be issued free of charge. All other library patrons will be subject to a fee of EUR 10 for the first time issuance of a library card. In case of loss or theft, a fee of EUR 10 will be charged for a duplicate card.
3. Persons under age the age of 18 not affiliated with an Austrian university, University of Applied Sciences, or a teacher education college may acquire a library card providing a parent or legal guardian signs a declaration of liability.
4. Persons not affiliated with an Austrian university, college, university of applied sciences, or a teacher education college, and who do not legally reside in Austria, will be required to pay a deposit of EUR 220 before being allowed to check out library materials. At the same time in this case, borrowed books and materials may not exceed an initial purchase value of EUR 220.
5. Please keep your personal user and contact information (name, address) up-to-date, as well as any other information that would affect your eligibility to check out books and library materials. Please notify the university library in writing immediately regarding any changes.
6. Please immediately report the loss or theft of your user ID (KeplerCard) to the library. The library will not assume liability for the misuse of a library card.
7. Patrons who agree to adhere to the library's rules (by signing a copy of the rules), provide required personal information, and agree to automated-supported security and processing procedures will be authorized to borrow books and library materials. The library reserves the right to access personal information stored in the university databases.
8. Passing on any borrowed library books and library materials to a third party is strictly prohibited.

9. The following is for reference use only and may not be checked out:
 - 1) Library materials required to be available at the library or at the university in support of teaching and research; materials needed for library use and library administration, particularly biographical and other reference resources;
 - 2) Newspaper and journals in soft and hardbound copy, loose pages;
 - 3) Materials considered valuable, difficult to replace, or irreplaceable.
 - 4) If stipulated by the lending library, materials sent via interlibrary loan service stating "for reference use only" may not be checked out.

10. The following applies in regards to the loan period:
 - 1) The loan period for library materials from the main campus library, law library, institute libraries, and decentralized areas are subject to individual stipulations. Please view rules and regulations online.
 - 2) If the end of the loan period falls on a day where the library is closed, the loan period will be extended to the first day on which the Circulation Desk is open.

11. The loan period can be extended providing the material has not been officially requested by another library patron.

12. Each library patron may submit an official request to reserve a book. Requests can be submitted either online or via the online catalog. Requests will be accepted in sequential order.

13. In individual cases, the university library can shorten the loan period if the materials are needed for research and teaching purposes or for official purposes; for the same reasons, checked out books or materials may be recalled before the end of the stated loan period.

§ 6 Return Policies

1. Library patrons are required to return or renew borrowed material(s) in a timely manner before the loan period expires.

2. Failure to return borrowed books and materials at the end of the loan period will result in the issuance of an overdue notice. The first two overdue notices will be sent by e-mail (to the e-mail address provided); if necessary, a third notice will be sent by registered mail and will contain a date by which the materials must be returned.

3. If all checked out library materials are not returned after a third overdue notice has been issued, legal steps will be taken in order to retrieve the materials.

4. Overdue fines will accrue. The fines are as follows:
 - 1) At the issuance of the first overdue notice € 2,-,
 - 2) At the issuance of the second overdue notice € 4,-,
 - 3) At the issuance of the third overdue notice € 6,-

5. In addition, the fee for exceeding the loan period is EUR 0.20 per item, per day. The fee may not exceed the amount of the replacement costs for the borrowed materials.

6. Failure to adhere to the return policy as stated under Sec. 4 and 5 - and/or the non-payment of fees as stated under Interlibrary Loan (§ 7) totaling more than EUR 20 - will result in the user's account being blocked or restricted.

7. Overdue notices for books and materials checked out by university employees will be sent via official university channels.

§ 7 Interlibrary Loan Services

1. Only if the material is not available at any other library in Linz may library patrons request interlibrary loan services in order to obtain library materials from other Austrian or international libraries.
2. Library materials and documents provided through interlibrary loan services may be checked out unless otherwise stipulated by the lending library.
3. If reproductions are available, short essays, print work and compositions, newspaper articles and small sections of material will be excluded from being checked out.
4. Interlibrary loan services for the acquisition of material from other libraries are subject to fees. Please see the main library homepage for a list of current fees and costs.
5. Library patrons who order material via interlibrary loan services and fail to retrieve the material will still be subject to paying all related costs and fees.

§ 8 Digital Library

1. Library patrons may access electronic media (e-journals, e-books, databases) in designated areas of the library free of charge. University affiliated persons may access the university's network remotely (through IP recognition). Remote access for university affiliated persons (students, employees) is limited and available only after official verification.
2. Rules for the use of electronic media made available to library patrons at the JKU can be viewed on the JKU University Library homepage. By accessing electronic resources, the user agrees to accept the terms of use.
3. When using electronic resources, all library patrons are required to adhere to corresponding legal terms of use – particularly in regards to copyright, licensing agreements, terms of use, and user restrictions. If the JKU receives any claims of infringement caused by a library patron, the library patron will be responsible for replacing any and all corresponding costs and penalty fees.
4. Excerpts from electronic information sources are for personal use and research purposes only and are not to be passed on to external individuals.
5. The systematic download or 'roboting' of articles, chapters or search results is strictly forbidden.
6. The library assumes no liability for the completeness, accuracy and timeliness of medial information provided electronically. The library assumes no liability for damages caused by sporadic interruptions or malfunctions regarding access to these information sources.

§ 9 Cloak Room Rules

1. The cloak room is open during library hours only. Lockers are provided solely for use by library patrons for the duration of the patron's stay at the library. Library patrons are prohibited from storing personal items overnight and keeping a locker key overnight. Occupying more than one locker is not permitted.
2. Personal items (outer wear, handbags, brief cases, etc.) are to be kept in a locker or in the cloak room.
3. The library assumes no liability for lost or stolen articles.
4. Contents found in the lockers after closing hours will be removed and can be picked up the next day at the Circular Desk during library hours. Please bring identification. Library visitors who use the coin operated lockers forfeit the deposit.

§ 10 Infringement Against the Rules

1. Persons who, despite repeat warnings, fail to adhere to the library's rules and regulations, or who have committed serious infringement against the library's rules, will have their rights and privileges of use suspended or revoked by the library director. All other civil and/or criminally liable consequences will not be affected.
2. Formal objections and appeals regarding restricted or suspended use of library services, or refusal to allow continued use of services, will be decided by the Rectorate after an official hearing by the library director.

§ 10 Legal Validity

The University Library rules and terms of use have been authorized and approved by the Rectorate and are herewith valid following official publication in the Johannes Kepler University Bulletin.