

Regulations for University Library Graz users

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Regulations for University Library Graz users

§ 1 Preface

(1) The library regulations apply to the University Library, which consists of the main library, the faculty and subject libraries and the other decentralised library facilities.

(2) The user acknowledges the current regulations by entering the library premises or using any of the University Library services. The regulations apply to all library premises and any use of a service provided by the University Library.

(3) All media on offer - physical and electronic – belong to the inventory of the University Library. This includes holdings owned by the University of Graz, as well as those subject to their own licence conditions, and holdings that, according to § 139 (4) of the Universities Act 2002 (UG), are the property of the federal government.

(4) Information on the University Library's tasks and services can be found on its [website](#).

§ 2 Accessibility

(1) The University Library - in particular, the reading rooms and open access areas - is freely accessible during opening hours. Group rooms and carrels must be booked in advance. The technical equipment provided (e.g. PCs, book scanners, scanning tents, photocopiers) is available to all users.

(2) There are cloakrooms and lockers at several libraries. Cloakroom and locker regulations are available on the University Library [website](#) and are considered an integral part of these user regulations.

(3) The opening hours for the main library and the faculty and departmental libraries are announced on notice boards, on the University Library's website or in the University of Graz information media, as are the hours for certain time-limited services. The access hours for holdings at other university locations (institutes, etc.) will be publicised through notices or on the respective websites.

(4) The current opening hours are published on the University Library [websites](#).

§ 3 Use of media

(1) The services of the University Library are free of charge, except for the services listed in § 8.

(2) Media whose publication or distribution is not permitted due to legal provisions or official or court orders shall not be made available.

(3) The use of media, which, given their value, requires special security measures or conservational precautions, is only possible in the rooms designated for this purpose. Users must follow the rules for using the Special Collections, which can be found on the University Library website.

(4) Concerning the use of printed and electronic resources, library users are referred to the provisions of the Copyright Act, the relevant licence provisions, and other intellectual property rights.

(5) The following applies in particular to the use of electronic resources licensed by the University Library (e-books, e-journals and databases):

- a) Access is only permitted for University of Graz staff and students and, in contractually agreed exceptional cases for non-university members on campus.
- b) Search results may only be used for personal and academic purposes. Users must observe the specific conditions in the publishers' terms of use relating to the use of AI and text and data mining.
- c) Systematic downloads of articles, chapters, etc., by robots, in particular, are prohibited.

- d) It is not permitted to print out search results or pass them on to third parties electronically (or only in accordance with the relevant terms of use). The forwarding and processing of data from databases is subject to at least the applicable data protection regulations unless more restrictive regulations have been agreed on in individual cases. Non-compliance may result in civil or criminal legal consequences.
- e) The commercial use of research results is prohibited.
- f) Detailed terms and conditions for the use of e-books, e-journals and databases can be found on the websites of the respective publishers or providers.
- g) Persons with a valid library card who are not members of the University of Graz may use the university's electronic media on-site, provided that it is permitted by the provider or publisher's licence conditions.
- h) The University of Graz accepts no liability for the completeness, accuracy and currentness of the data available in the electronic media provided by the University Library. The University of Graz is also not liable for damages caused if access to its electronic media is temporarily interrupted or fails.

§ 4 Interlibrary loan and document delivery

(1) Media not available at the public libraries in Graz can be obtained by interlibrary loan or document delivery.

(2) The University Library's interlibrary loan service is (unless special agreements have been made) subject to the 'Empfehlung zur Abwicklung von Fernleihe und Dokumentenlieferung in Österreich' (Recommendations for handling interlibrary loans and document delivery in Austria) issued by the Vereinigung Österreichischer Bibliothekarinnen und Bibliothekare (Association of Austrian Librarians), or the agreements of the IFLA (The International Federation of Library Associations and Institutions). Interlibrary loans are subject to the provisions of the Copyright Act.

(3) The procured media shall be made available as specified by the lending library either for use on the University Library premises, by lending or by handing over a printed journal article.

(4) A fee will be charged for interlibrary loans. The obligation to pay comes into effect when the order is placed, even if the item is not collected.

(5) Information on loan periods and renewal options can be found on the University Library [website](#).

(6) The University Library also issues reminders for borrowed media in accordance with § 6 when the item is an interlibrary loan. After the third reminder, the University Library will procure a replacement copy at the user's expense.

§ 5 Borrowing conditions

(1) Eligible borrowers are

- a) members and graduates of the University of Graz;
- b) members of other Styrian universities (Styrian library card);
- c) other persons over the age of 14 whose declared primary residence is in Austria. Minors must provide a declaration of liability from a parent or legal guardian.

(2) Users must prove that they are authorised to borrow items with the library card provided for this purpose. The issuing guidelines can be found on the University Library [website](#). Borrowers are responsible for checking out items properly at the University Library's staffed circulation desks or the self-checkout devices.

(3) Borrower status is granted for limited periods, the length of which depends on the respective user group. Students who have completed their studies, as well as academics and other University of Graz staff who are no longer employed by the University of Graz, will be blocked in the library administration system and lose their borrower status. It is possible to change to another user group.

(4) The personal data of users whose borrower status has expired is deleted at regular intervals, in keeping with the precept of storage limitation.

(5) Items may be collected by third parties provided they present a written authorisation and proof of identity. The validity period for such authorisations can be up to a year, after which an extension can be applied for. The person placing the order is liable for media collected by third parties.

(6) The loan periods and the number of items a user can borrow at one time are published on the University Library [website](#). Passing on borrowed media to third parties is prohibited.

(7) The University Library is within its rights to set a shorter loan period in individual cases, exclude media from lending, or recall an item before the loan period has expired.

(8) The following are excluded from lending

- a) items defined as part of the reference collection;
- b) media published before 1900;
- c) items that are particularly valuable or worthy of protection;
- d) media that are held in the Special Collections.

In exceptional cases, borrowing is possible with special authorisation.

(9) Only students are permitted to borrow media from the textbook collection and reference collections.

§ 6 Returning borrowed items

(1) Items must be returned no later than the last day of the loan period during the library's opening hours.

(2) Confirmation of a return will be issued free of charge upon request.

(3) No further borrowing is permitted if items are not returned on time. At the same time, a reminder will be issued in accordance with paragraph 5.

(4) Borrowers must pay a fee if they return items late. These fees come into effect on the day the loan period is exceeded. The total amount for each borrowed item shall not exceed its replacement value. The level of the fees can be found on the University Library [website](#).

(5) On expiry of the loan period, a maximum of three reminders will be sent at intervals of seven days. The first and second reminders will be sent by e-mail. The third reminder will be sent by registered post.

(6) If an item is not returned despite three reminders, the University of Graz reserves the right to take legal action.

§ 7 Guided tours and events

(1) Guided tours of the library premises must be registered with the University Library. This applies especially to those offered by persons not belonging to the University of Graz.

(2) For guided tours and training courses with participants under the age of 18, a supervisor (parent or guardian, teacher) who is not an employee of the University Library is required to be present.

(3) Taking photographs and filming on University Library premises is subject to the provisions of the current valid version of the University of Graz [house rules](#) (German only). Coordination with the University Library is also required.

(4) Events on University Library premises are subject to the current valid version of the [guidelines for organising events](#) (German only). They must be coordinated with the University Library.

§ 8 Fees

(1) Fees may be incurred for the following services:

- a) reminders
- b) lost media
- c) lost cloakroom keys
- d) digitisation
- e) copying, printing and scanning on multifunction devices
- f) interlibrary loans
- g) guided tours
- h) training courses
- i) events

(2) The respective charges are published on the University Library website ([book replacement](#), [digitisation](#), [interlibrary loan](#), [guided tours](#), [reminder fees](#)).

§ 9 Order and safety

(1) Use must comply with the current valid versions of the University of Graz [house rules](#) (German only) and [fire safety regulations](#) (German only), as well as the current valid version of the Uni IT [security policy for computers and networks](#) (German only).

(2) The University Library premises, including the main library's terrace, are to be used with the greatest possible care for the holdings, buildings, facilities and other property.

(3) The University of Graz reserves the right to monitor certain areas with cameras in line with the '[Betriebsvereinbarung über die Montage und den Betrieb von Videoüberwachungsanlagen der Uni Graz](#)' (Works agreement on the installation and operation of video surveillance systems at the University of Graz, German only).

(4) The following, in particular, is prohibited

- a) bringing objects into the library that could pose a danger to persons, property or media;
- b) bringing animals into the library, except for service animals;
- c) disruptive behaviour, especially actions that constitute harassment of or discrimination against other persons or that offend common decency.

(5) Eating and drinking are only permitted in the designated areas.

(6) Instructions from the library staff, which serve to maintain order and security, must be followed at all times. Failing that, the security service or, in the case of gross violations, the police will be called in.

(7) Library staff are authorised to

- a) check bags, rucksacks, etc.
- b) demand proof of identity from users if necessary

§ 10 Violations of the regulations

(1) Users who violate the regulations may have their right to use the library and its facilities temporarily restricted or withdrawn.

(2) If the regulations for order and safety are violated, the relevant provisions of the University of Graz [house rules](#) (German only) shall apply.

(3) Compensation must be paid in the event of loss of or damage to media or other property damage.

§ 11 Data protection

Further information on data processing for the purposes of library services can be found in the can be found in the University of Graz [data protection declaration](#) on the homepage.

§ 12 Disclaimer

(1) The University of Graz shall not be liable for damages caused by incorrect, incomplete or delayed services.

(2) The University of Graz shall not be liable for data loss caused by equipment provided by the University Library. Liability for damage to private devices for the reason mentioned above is also excluded.

(3) With the exception of personal injury, the University of Graz shall only be liable for damage caused intentionally or through gross negligence by University of Graz employees or their authorised representatives. No liability is accepted for personal valuables and sums of money lost in the University Library. Any liability of the University of Graz for indirect damage or loss of profit is excluded.

(4) Users must observe copyright and other intellectual property rights and, therefore, undertake to fully indemnify the University of Graz concerning any unlawful use of media they may cause.

§ 13 Validity

The regulations for users shall come into effect at the end of the day of publication in the University of Graz bulletin. It is noted that only the German version of the regulations for users is legally binding.

The rector:
Riedler