

# Library Rules for the Linz Campus Library of the University of Applied Sciences Upper Austria

## § 1 Scope

- As a scientific institution, the library supports research, teaching, and study at the degree programs of the FH OÖ. The library is generally accessible.
- The library regulations in the version adopted by the Faculty Council of the FH Linz regulate the use of the entire collection.

## § 2 Library Services

- Acquisition, cataloging, and provision of literature required for the fulfillment of the teaching and research tasks of the FH Linz, within the budgetary framework.
- General information on usage and bibliographic questions. Assistance with research.
- The library uses electronic data processing to fulfill its tasks. The master data of library users are stored electronically and treated in accordance with the provisions of the Data Protection Act.

## § 3 Opening Hours

- Students, employees, and staff of the FH OÖ Campus Linz can use the library during building opening hours with their student or staff card.
- The library is staffed during study times from Monday to Friday from 09:00 to 12:00 and 13:00 to 16:00, subject to staff availability.
- Closing times of the library during lecture-free periods and for compelling organizational reasons will be announced by notice and by email to the staff and students of the Linz degree programs. Additionally, this information will be announced on the internet.

## § 4 Conduct

- The house rules/campus regulations must also be observed for the library premises.
- Any behavior that disrupts or hinders the ongoing library operation is prohibited. This includes particularly odorous meals, telephone calls, listening to music, and holding long conversations. Conversations should generally be conducted quietly.
- Instructions from library staff must be followed.
- When leaving the library premises, library staff must be allowed to inspect bags and other containers upon request.
- The inventory and holdings of the library must be treated with utmost care. In particular, it is prohibited to make entries and underlinings in the used literature, to bend or tear out pages.
- Damages and losses must be reported immediately and appropriately compensated. In addition to the material value, a processing fee of 10 € per work will be charged for the replacement of a work by the library.

## § 5 Usage and Borrowing

- All members of the FH OÖ have unrestricted usage rights.

- External persons can apply for a library card. They must generally be at least 17 years old and provide official photo identification. Changes in relevant personal data or changes in the conditions on which the borrowing is based must be reported to the library immediately.
- In case of violations of the library rules, the right to use the library may be temporarily or permanently restricted or revoked by the library management.
- Borrowing is free of charge.
- All works to be borrowed must either be borrowed independently via the self-checkout terminal or presented to the library staff. The data of the student card or the borrowing card will be used for borrowing.
- In principle, all works that do not belong to the library's reference collection can be borrowed. Media belonging to the reference collection are marked with a red dot.
- Users are fully responsible for the media they borrow.
- All electronic media accessible via the search engine and database accesses of the FH OÖ are subject to copyright regulations. The terms of use must therefore be strictly observed.
  - Access to licensed full texts and all other data is reserved exclusively for members of the FH OÖ (employees and students) and library users.
  - The hit lists or full texts of the articles may only be printed or saved for personal use and research purposes.
  - Systematic downloading of articles, entire issues, or e-books, especially by robots, is prohibited.
  - Articles may not be passed on to third parties either electronically or in printed form.

## § 6 Return

- Borrowed media must be returned to the lending desk at the end of the loan period. Outside staffed opening hours, returns are made by dropping them into the return box.
- The library management has the right to order the return of individual or all borrowed works for compelling reasons (e.g., to conduct an inventory).
- The overdue fee is 0,10 € per medium and day. If the deadline is exceeded, a three-stage reminder procedure via email comes into effect.
- As long as there is a delay in returning or paying the due fees, the user is excluded from borrowing further works.

## § 7 Research

- The holdings of the Linz campus library can be accessed via the library search engine of the FH OÖ and the licensed databases. The search engine and databases are accessible via the FH OÖ homepage.

## § 8 Interlibrary Loan

- Interlibrary loan is reserved exclusively for members of the FH OÖ.
- The interlibrary loan conditions (deadlines, borrowing options, fees) are based on the specifications of the supplying library.
- For interlibrary loan orders, 3.00 € per work will be charged for processing and return shipping (within Austria).

## § 9 Copying

- When making copies from the library's holdings, users are responsible for complying with any existing copyright regulations (see § 42 UrhG).

## § 10 Effectiveness

- The present library rules come into force with the decision of the campus council from 27. November 2024.
- They are available for inspection in the library and can be accessed via the internet homepage.
- Changes to the library rules will be communicated to users immediately.

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