

Library access outside office hours

Information

Access hours:

Monday – Friday: 07:00 – 22:30
Saturday: 07:00 – 18:00

Emergency numbers:

Technik: +43 664/608403959
Property protection: +43 676/87133804
Emergency number: 112

Exit:

Usually, the library door should open automatically when leaving the library. If it does not, there is an exit button on the left side above the door (small red button).

Self-Check Terminal

You can change the language by tapping the button (with the flags on it) in the lower right corner.

Check out: **First** tap the button “Check out” and then insert your student ID Card. Put the items on the terminal. They are now on your account. To end the process tap the button „Done“.

ATTENTION: You are **NOT ALLOWED** to borrow the following: books with a red classmarks, journals and standards.

Check in: To return items you only have to tap the button „Check in“ and put the books on the terminal. No ID card needed. After returning them tap the button “Done” and put the items on the book cart.

ATTENTION: Items that are reserved for other users cannot be returned at the terminal. The terminal will show the error “The item is reserved”. Please return the items via our return box (one of the lockers on the right side of the library entrance)

Renewing: To renew items at the terminal, **first** tap „Account“ and then insert your ID card. You can either renew all items or a selection by tapping the corresponding button on the bottom of the display (“Renew selection” or “Renew all”). To end the process tap “Done”.

ATTENTION: Items that are overdue or that have already been renewed four times cannot be renewed. In that case, please send an email to bibliothek@fh-wels.at and request another renewal. Reserved items cannot be renewed.

Library regulations

N.B.: This translation of the Library Regulations has been supplied for the orientation of non-native speakers of German. Please note that only the original German version of these regulations is legally binding.

The Scientific library at Wels Campus supports research, teaching and studies at all degree programmes. The library is generally available and secures all users unrestricted access to literature and information. A library search engine is available for research, account access, pre-orders and renewals.

Using the Library

The following are entitled to use the library:

- Full-time staff
- Part-time staff
- Students
- External users, after registration
 - A registration form, photo ID and a 5.00€ registration fee are required

Borrowing

Borrowings may only be made in person and are free of charge. All media, except for reference collection, journals and barred master theses, may be borrowed for private use. For students and external users borrowing is limited to a maximum of 10 items. Borrowed items must not be lent to third parties. If items are out on loan they can be reserved.

Inter-library loan

Media, which is not available at the Wels Campus library, can be borrowed through inter-library loan from other libraries in Austria or abroad. In special cases a deposit may be required. The lending period for inter-library loan items is fixed by the lending library and can not be extended. **ATTENTION:** It is not possible to order E-Books and E-Papers as an inter-library loan!

Lending Periods

The usual lending period for all media is four weeks.

Special rules apply to full-time and part-time lecturers and staff of the university:

- Lending period for all media will always be automatically renewed for another four weeks, given none of the media is reserved by others.

Students on internships abroad are allowed to borrow media for the length of their internship. They must provide a written confirmation by the Head of Studies.

Renewals

Provided an item has not already been reserved, borrowing periods can be renewed up to four times. The renewal must be made before the return date. External library users may not renew items.

Fees and fines

The use of the library is free of charge.

Fines:

Exceeding the lending period, the following fines will be charged:

- 0,10 € per item/day
- 5,00 € per inter-library loan item/day

Delivery fee:

- Journal articles: 2,00 €/article
- Inter library loan (Austria): 3,00 €/medium
- Inter library loan (abroad): 10,00 €/medium

Treatment of items and liability

Users are requested to look after the items they borrow. Marks and notes in books are not allowed. All visible damage to items should be reported before borrowing. Lost or damaged items must be replaced with new items by the borrower. When photocopying items the user is responsible for ensuring they are not infringing/breaching any copyright laws. The library is not liable for any damage caused by use of borrowed items.

Library clearance

Students must hand in a library clearance form to the administration (usually the study programme office) before completing their studies. The library clearance confirms all borrowed items have been returned to the library.

Data-Protection

The following personal data of our library users are processed: name, address, date of birth, telephone number, email address, gender, degree programme/registration number, items borrowed/deadlines/fees, campus/location etc. This is required for the administration of the library. Personal data is recorded in the library system and processed for the administration of media (procurement, borrowing, returns, reminders etc.). The data is transferred to the Austrian Library Network and Service Ltd, Vienna/Austria (OBVSG), which hosts the library system.

We save personal data at least for the duration of your studies and/or your employment at the FH Upper Austria and for longer if necessary in accordance with point (f) of Article 6(1) of the GDPR, to enable us to access the relevant student/employee's borrowing history to provide them with information. Personal data of external users is deleted three years after their last activity.

You can find further information – in particular concerning the rights of data subjects – in our Privacy Statement under <https://www.fh-ooe.at/en/data-protection/>.

Other terms

The rooms of the library are for study. Silence and considerate behaviour are requested of visitors at all times. Bags, coats etc. are not allowed in the library. Lockers are provided for them outside the library. Library users who repeatedly abuse these regulations risk being barred - especially in cases of non-payment of high fees.