

7 Regulations Content

§ 1 Application

- (1) These library regulations are additional to the current building regulations.
- (2) The library regulations go beyond the present building regulations of the CUAS and apply to the following facilities of the four CUAS campus libraries:
 - a) Spittal an der Drau, Villacher Str. 1, rooms 005 and 006;
 - b) Villach – St. Magdalen, Europastr. 4, rooms ST E.10 and K.05;
 - c) Klagenfurt am Wörthersee, Primoschgasse 8, room E.02;
 - d) Feldkirchen in Kärnten, Hauptplatz 12, rooms E 6.300 and 6.301.

§ 2 Services

- (1) Acquisition, development and supply of necessary media, namely, information medium or information resources for the purpose of teaching and carrying out research tasks of the CUAS.
- (2) General provision of information on use of the facilities as well as bibliographic questions.
- (3) Special Services (sales of binding material) are only offered in Spittal.

§ 3 Opening Hours

- (1) Each campus library regulates its opening hours individually.

Information concerning opening hours for students will be shown on:

 - a) the noticeboard of the CUAS campus library.
 - b) the CUAS library homepage on the internet and intranet.
- (2) The individual campus libraries may be closed during holidays (semester, Christmas and Easter holidays) as well as periodically for compelling organizational reasons (e.g. inventory). This will be announced on the library noticeboard and on the intranet.

§ 4 User Rights

- (1) All CUAS members (students and employees) and CUAS part-time lecturers have unrestricted user rights. Authorization is automatically granted on admission to university or at the start of employment.
- (2) All participants of the CUAS pre entry courses, CUAS alumni as well as students of the Distance Learning Centre Villach, members of the Alps Adria University Klagenfurt and

the University of Teacher Education Carinthia have limited user rights according to cooperation agreements.

These limited user rights include using the available printed media (reading and copying) as well as local lending, i.e. borrowing of the available material in stock. However, using the ICT infrastructure such as licensed electronic online media (databases, electronic books and magazines) as well as intra- and interloans are not included.

- (3) The library management can make decisions about the allowance of further external applicants. Basically, they have to be at least 17 and prove their identity with an official photo identification document. Members of other universities and pupil going to get their maturity diploma can obtain restricted authorization according to § 4 sec. 2, while other external persons are only allowed to use print media in the library (reading, copying or scan & save on USB-Stick) without having lending rights.
- (4) The library management reserves the right to further limit the user rights of persons following sec. 2 and 3 according to proportionality.
- (5) Violation of the building, ICT or library regulations can result in the removal of user rights by the head of the library - temporarily or permanently.
- (6) CUAS members can only end their contract with the library at the end of their studies or employment if there are no outstanding demands on the part of the CUAS library.

§ 5 Registration & Data Management

- (1) With registration, users take notice of the current building, ICT and library regulations and they fully accept them.
- (2) *Users declare their agreement, that the following personal data are going to be saved and governed in the library management system: Name, date of birth, place of birth, nationality, sex, address, e-mailbox, telephone number, user identification number (for students the matriculation number, for employees a PIN based on the social security number), borrowing data (holdings, loanings, renewals, reminders, returnings).*
- (3) *CUAS employees (staff & faculty) declare their agreement, that their names will be notified exclusively to other CUAS members if they are in need of a long term borrowed book.*
- (4) Changes of relevant personal data (as listed in sec. 2) or changes of conditions upon which the authorization is based must be reported to the CUAS library immediately.

§ 6 Behaviour

- (1) The building regulations (house rules) are also valid for the facilities of the CUAS library (compare § 1 sec. 1).
- (2) In the CUAS library facilities, any behaviour that disturbs or hinders the regular library routine is forbidden. This applies especially to eating, drinking, smoking, phoning, listening to music and having longer, loud conversations.
- (3) Bringing objects into the facilities that are dangerous to other people and/or to the inventory, or which disturb the regular running of the library, are forbidden.
- (4) The directions of the library staff must be followed.
- (5) On leaving the library, the contents of bags or other containers must be shown to the library staff on demand.
- (6) The inventory of the CUAS library has to be handled with the greatest care. It is forbidden to write in the books, underline parts of the texts, fold over or rip out pages.
- (7) Damages, stains or loss have to be reported and replaced immediately. If the library has to re-buy an item, an additional € 10 processing fee will be charged on top of the book price.
- (8) When copying audiovisual material, the user is responsible for obeying valid copyright laws. The corresponding law text (§ 42 Austrian Copyright Law) is on display by the library copy machines for your information.
- (9) After using library material, it has to be returned to the library staff members.
- (10) The use of ICT resources of the CUAS library (computers, peripheral devices, library management program, etc.) is subject to the valid ICT user regulations. Therefore, any misuse is forbidden.
- (11) When using electronic online media (databases, e-journals or e-books), the corresponding licensing agreements have to be obeyed. This especially holds true for the prohibition of system downloads as well as forwarding documents to those who are not CUAS members.

§ 7 Acquisitions

- (1) CUAS employees and part-time lecturers have the right to make acquisition proposals, which fall within the literature budget of their school or research project. Each proposal has to be approved by the Program Director or project manager before making a requirement note.
- (2) CUAS students can leave their acquisition proposals with their course lecturer, who can then forward them after they have been approved by the Program Director. CUAS

students writing their master thesis are provided with a lump sum of € 100, for their desiderata. The orders have to be authorized by their master thesis supervisor.

- (3) Before handing in a book suggestion you have to make sure that your desiderata is not already part of the CUAS library inventory (duplicate control).
- (4) To simplify the process, the book suggestions should best contain complete bibliographic data (author or editor, title, publisher, price, ISBN).

§ 8 Local Lending

- (1) Local lending describes the borrowing of books that are available on site in the particular CUAS library. All members, part-time lecturers, participants of the pre entry courses and graduates (alumni) of the CUAS, in addition to students of the Distance Learning Center Villach, members of the Alps Adria University Klagenfurt and the University of Teacher Education Carinthia are automatically authorized for local lending. On site lending is free of charge.
- (2) Borrowing at the CUAS library is only possible in person. When borrowing, you need to show your student identity card or staff member identity card for user-identification. Books cannot be sent to users.
- (3) *Students are allowed to borrow 8 books at a time. Part-time lecturers or students writing their master thesis can borrow 16 books at a time.* In their last year of study, students automatically have undergraduate status. CUAS employees (staff & faculty) can borrow up to 200 books at a time. Alumni and students of other universities according to § 8 sec. 1 are allowed to borrow 6 books at a time.
- (4) The head of the library reserves the right to decide about other user lending rights in individual cases (according to § 4 sec. 4).
- (5) Borrowing and returning is usually one at the specially designated self-service terminals or directly with the library staff. If there is a system breakdown, borrowing and returning is done with a loan form. Renewals of a loan are not possible at the self-service terminal.
- (6) Basically, all works that are not part of the reference collection, can be borrowed.
- (7) Media that are part of the reference collection are marked with a red dot or are correspondingly put on marked shelves. (e.g. key texts for a semester).
Reference collection media are those that:
 - a) have an extremely high value;
 - b) are not suited to the borrowing process because of their condition, i.e. they are unbound (loose-leaf editions, magazines, newspapers);

- c) are of special importance for daily library use (e.g. general reference books);
- d) are diploma or master theses.

(8) Users are fully responsible for the media they borrow. It is strictly forbidden to borrow media under a third name or hand on borrowed media to a third person.

§ 9 Loan period

- (1) Usually, users can borrow material from the CUAS library collection for 1 month. The lending period can be renewed for another month if no reservation has been made.
- (2) For students writing their master thesis and CUAS part-time lecturers, there are extended rules. They may borrow items for a maximum time of 6 months and the students' status of writing their thesis automatically starts in their last year of study in a master program.
- (3) CUAS employees have the right to borrow the material they need for their regular teaching or research without any time limits.
- (4) The extended rules according to sec. 2 and 3 apply to all locations. These conditions can be limited according to specific on site needs or to the urgent need of other users.
- (5) During the holidays (semester, summer, Christmas or Easter holidays) the borrowing period can be extended (compare § 9 sec. 1).

§ 10 Return and Reminders

- (1) If the return date falls on a weekend, an official holiday or library holidays the next opening day is the return date. During the holidays (semester, Christmas and Easter holidays), borrowing periods can be extended until the next regular day of class.
- (2) The library management has the right, in the case of compelling reasons (e.g. inventory), to order the return of a particular item, or all loaned items.
- (3) After expiry of the lending period, there is a three-step reminder system (via e-mail):
 - a) The first is a written reminder without any costs.
 - b) The second reminder contains an overdue charge of € 1.50 per item.
 - c) The third reminder contains an overdue charge of € 3.00 per item.Additionally, the program director will be informed.
- (4) The user is not allowed to borrow any other material as long as there are unpaid charges open or there are unreturned items outstanding.

§ 11 Intra-Library Lending (intraloan)

- (1) The intraloan describes the circulation of books among the for campus libraries of the CUAS. Only members and part-time lecturers of the CUAS can use it and it is free of charge.
- (2) When requesting an intraloan, up to a maximum of three items can be borrowed from an individual campus library of the CUAS. As a limit for size and weight of an intraloan book, the relevant postal standards for letters (large letter with a maximum of 2 kilos) are applied. For the process of intraloan the rules of the local loans are applied correspondingly (§§ 7-9). However, local loans always have priority over intraloans i.e. the extended lending regulations for undergraduates, part-time lecturers and employees may be limited for intraloans.
- (3) The user always has to find out for him/herself in the local online catalogue of the CUAS library in which of the campus libraries a copy of the material can be found.
- (4) The orders to the home campus library have to be made by e-mail and have to contain complete bibliographic data as well as stock (location and shelf mark) date of the lending campus library.

§ 12 Inter-Library Lending (interloan)

- (1) The interloan describes the lending process with other libraries of the Austrian Library Network (ALN). Only CUAS members and part-time lecturers may use it (unlimited lending authorization).
- (2) The interloan process is based on the recommendation developed by the Commission of the Association of Austrian Librarians Board for inter-library lending and document delivery in Austria.
- (3) Before submitting interloan orders you have to consider the following:
 - a) The interloan service is only for occupational and scientific use as well as for further education and post-graduate training.
 - b) If a book can still be ordered and costs less than € 15.00, the interloan service cannot be used. As a limit for size and weight for a suitable interloan book, the guidelines of the postal service for letters have to be applied (large letter with a maximum of 2 kilos).
 - c) The interloan services are only operated within the ALN. The user has to search for the library that has the requested copy of the ALN him/herself.
 - d) The interloan is only possible between different cities, but not within an urban area.

- e) The orders have to be made via email to the home library of the place of study. In addition to the complete bibliographic data (no abbreviations), all collection data (location and signature) have to be stated to the delivering library.
- (5) The interloan regulations (time limits, deadlines and borrowing terms) are set by the delivering library.
- (6) A lump sum of € 5.00 per book or € 0.50 per DIN A4 (EN ISO 216) page copy will be charged to the students for the handling costs for the interloan service within the ALN.
- (7) If needed, the CUAS library can be commissioned to do a document delivery (journal article) on demand via the German document delivery service Subito. In this case, the costs are set by Subito.
- (8) If a reminder has to be made by the delivering library because an item is overdue, the user has to pay any arising fees.

§ 13 Effectiveness

- (1) These library regulations have been in effect since Nov. 1st 2002 and were updated on Oct. 1st 2003, Nov. 10th 2004, Oct. 31st 2005, Sept. 1st 2006, Sept. 12th 2007, Sept. 10th 2008, Sept. 1st 2009, Sept. 3rd 2012, Nov. 1st 2013 and Jan. 1st 2018.
- (2) They replace all previous library regulations or versions of the CUAS library regulations.
- (3) The regulations are available for your information at all campus libraries and can be found on the library site on the internet and intranet.
- (4) Changes to the library regulations can only be made in written form according to the CUAS quality management guidelines and have to be announced to the users on the intranet.