

Library Regulations Karlshochschule International University

General Rules and Conditions of Use

1. Every user is obligated to comply with the provisions of the user regulations and the regulations of the permanent and student library staff.
2. The user must handle all library media and equipment with care. Books and other media are to be protected from alteration, contamination, damage or loss, and the removal of pages and supplements from books and folders are prohibited.
3. It is the user's responsibility to check the state of the media to be borrowed at the reception and to immediately notify the staff of any damage. If no objection to the condition of the media occurs, it is assumed that the user has received it in perfect condition.
4. The return of borrowed media must take place at the latest on the day of expiry of the loan period. The transfer of borrowed media to third parties is prohibited. The user is liable until the return for the borrowed media. The return is only carried out when the media has been received by the library staff and has been posted in the system.
5. The user is liable for damages and loss of borrowed media which have arisen during use. In the case of damage and loss, the user must provide full replacement by obtaining an adequate replacement copy.
6. The quiet study area of the library (1st floor) must remain quiet. The user must behave in a way that they cause no disturbance, e.g. by making noise or talking.
7. Food and drinks are not allowed in the library's quiet study area, but the area outside the quiet study area with tables and chairs is available. Water bottles are permitted in the quiet study area.
8. Collective cooperation (teamwork) is possible in the area outside the quiet study area and/or in other facilities provided by the university.
9. The use of mobile telephones, telephoning or playing sound recordings without headphones is not permitted in the quiet study area.
10. Please leave your work area neat and clean, take your private things and garbage from the tables. No liability is assumed for clothing, valuables and private property. All items left behind are brought to the lost and found at the Information Desk (1st floor) daily.
11. The opening and lending times of the library are published on our homepage and by notice. Closing times and/or changed opening times are announced well in advance.

Registration and Loans

For the use of library media in the quiet study area, no registration is necessary. The borrowing of media for usage at home or temporary usage in other premises of the university is required and takes place at the library or at the information desk. It is not permitted to bring media outside the library without having first registered the loan. Loans from library media outside the university are only allowed within the library lending times. Returns are possible outside the library lending times

via the return box. With the first use of the Karlshochschule library, the usage regulations are recognized.

Admission to Use

The university library is open everyone. However, authorization to borrow library media is only granted to university members. Immatriculated students, pre-master students and students of the Studienkolleg are given a valid student ID, which serves as the user ID for the library and allows them to borrow library media. Alumni of the Karlshochschule can register for lending with the library management. All permanent university members from teaching and administration are automatically allowed to borrow library media. All users must register personally for each loan at the library or service desk. External users are entitled to use the library, but are not permitted to borrow library media.

The library is also entitled to store personal data of a user for internal purposes.

Authorization to Borrow

Who needs authorization to borrow?

- a. Users who wish to borrow and use library media outside the university
- b. Users who wish to borrow and use library media outside the quiet study area but within the university. (See short-term loans)

The authorization to borrow library media ends for the students of the Karlshochschule with their exmatriculation. For the members of the Karlshochschule, the authorization to borrow ends with their departure of the university. If the prerequisites for the authorization to borrow of the Karlshochschule cease to apply, the user is obligated to return all borrowed media and handheld devices without delay to the library.

Short-Term Loans

All media, including the reference collection, can always be used by means of a short-term library loan in the entire university building, if the media has been registered with the library staff or at the service desk. Use outside the library's quiet study area ends within the loan period. The media must be returned to the library before the end of the rental period.

Overnight Loans

Media from the reference collection can be borrowed overnight during the lending time at the service desk from 3:30pm – 5:00pm and must be returned by 8:00 am the following day.

Weekend Loans

Media from the reference collection can be borrowed over the weekends from Friday evening, during the lending time at the service desk from 3:30 pm to 5:00 pm, until 8:00 am the following Monday.

Return Box

A **return box** is available for returns outside the lending times. The registration of the library media return will be made no later than the morning of the next day that the library is open.

User Groups

- A. Enrolled students, pre-master students, Studienkolleg- participants of the Karlshochschule
- B. External lecturers and lecturers
- C. Professors and employees of the Karlshochschule (permanent employees)
- D. Alumni of the Karlshochschule
- E. Visitors and external users

Loan Periods

1.) Loan Period for User Group A

- Books (loan copies), audio books, films: 2 weeks
- Reference books
 - Overnight loan
 - Weekend loan
 - Short term loan in the university during the lending times.
- Excluding the loan of:
 - a. Unbound and bound magazines
 - b. Newspapers
 - c. Loose leaf issues and collections

2.) Loan Period for User Group B

- Books (loan copies), audio books, films: 2 weeks
- Reference books and magazines: Short-term loan within the university during the lending times.
- Excluding the loan of:
 - a. Reference books
 - b. Unbound and bound magazines
 - c. Newspapers
 - d. Loose leaf issues and collections

3.) Loan Period for User Group C

- Books (loan copies), audio books, films: 4 weeks
- Reference books: 2 weeks

- Newspapers and magazines: 2 weeks

4.) Loan Period for User Group D

See point 2

5.) Loan Period for User Group E

It is only possible to use reference books in the rooms of the library on the 1st floor. A short-term loan for copying or scanning is possible with submission of an ID card and with the approval of the library supervisor.

- ✓ **Absence from the university location does not change or extend the lending period**
- ✓ **The deadlines of the lending library apply for remote lending**
- ✓ **Exceptions in justified exceptional cases require the approval of the library management.**

Extensions

The loan period of borrowed library media can be extended personally, by telephone or by mail, at the earliest 1-2 days before the end of the loan period. The loan period will be extended for 2 weeks. After the fifth extension (total loan period of 12 weeks), the media must be presented at the library counter to register a new loan.

An extension is not possible with an existing reservation. The overnight and weekend loans are not renewable.

Reservations

Library media which is currently lent out can still be reserved for borrowing. When the media is returned, a notification will be sent to via the Karlshochschule email. Reserved media will be reserved for a maximum of one week.

Bachelor and Master Theses

Access requirements for the use of the Bachelor's theses in the library are given by the examination office.

Interlibrary Loan

Media that are not available in the library's holdings can be ordered via interlibrary loan as part of the German loan system. For interlibrary lending, a fee of 1.50€ per item or copy will be charged. The processing and use of the data is carried out in accordance with the terms and rules of the library lending network and on the legal basis of the applicable lending order in the Federal Republic of Germany (= Leihverkehrsordnung/LVO – Ordnung des Leihverkehrs in der Bundesrepublik Deutschland). Special lending regulations of the lending libraries may also apply. By sending an interlibrary loan order you ensure that you do not use the ordered copies for commercial purposes.

Electronic media

When using licensed databases and electronic media provided by Karlshochschule, the respective license and copyright regulations must be complied with.

Special Borrowing Conditions for students writing their Bachelor's thesis

1. Loan Copies

- a. Extended loan period: 8 weeks
(= complete thesisphase up to submission date/max. 2 months)
- b. End of the special conditions automatically on August 31 of the current year
- c. Extension of the special conditions on request to the head of the library with presentation of the extended submission deadline authorized by the examination office.

2. Reference Copies

- a. Loan possibility with loan period: 2 weeks
- b. 3 possible extensions* on request with a loan period of 2 weeks each
(= overall possible: complete thesisphase up to the submission date/max. 2 months)
- c. End of the special conditions automatically on August 31 of the current year
- d. Extension of the special conditions on request to the head of the library with presentation of the extended submission deadline authorized by the examination office.

*If there is no reservation on the desired item.