

## **User regulations for the OTH Regensburg University of Applied Sciences Library**

Use of the OTH Regensburg University of Applied Sciences Library is subject to the current versions of both the *General Regulations on the Use of Bavarian State Libraries (ABOB)* and the *OTH Regensburg House Rules and Regulations*.

The following user regulations specifically govern conduct inside the library and within its outdoor areas. Library guests must follow instructions given by library employees. Violations of these regulations may result in being banned from the library premises and/or having library use privileges revoked temporarily or permanently.

### **1. Library Behaviour**

Behaviour in the library should

- not limit others' rights to use the library,
- not disturb or endanger others,
- not interfere with regular library operations,
- not damage or soil library books, other media resources or the facilities.

Users are responsible for any damage they cause.

### **2. Animals**

Animals are not allowed on the premises.

### **3. Personal items**

Jackets and bags may be brought with you into the library. Larger items like luggage, musical instruments, etc. should be stored in lockers before entering the reading room. Locker keys are available for loan. Lockers must be emptied by the end of the day or when you leave the library. When the library closes at the end of the day, items left in the lockers will be collected by library staff and stored as lost and found. The library is not responsible for lost, damaged or stolen personal items or clothing.

### **4. Silence**

Please keep quiet in all areas of the library, especially the reading room. Library visitors should be respectful of others and conduct themselves so that they do not disturb them.

## **5. Using materials from the library collection**

Books taken from the reading room collection must be returned to their proper location on the shelves after use. Journals and magazines should also be returned to the appropriate storage boxes.

## **6. Eating, drinking, smoking**

Food and drink are not allowed in the reading room, except for water in closable bottles. Put rubbish in the appropriate bins. It is against the law to smoke anywhere inside the library, including the reading terrace

## **7. Use of personal electronic devices**

Use of mobile phones or audio devices is not prohibited in the reading room. Mobile phones should be switched to silent. Laptops are permitted as long as using them does not disrupt others' use of the library.

## **8. Reserving work areas**

You may not reserve work areas or group study rooms. Library employees can remove books or personal items left at work areas for longer periods in order to free up space for other users.

## **9. Carrels**

The glass study carrels in the reading room are only available to students at OTH Regensburg who are writing a final thesis. Reserved carrels must be used on a regular basis in order to maintain your reservation.

## **10. External guided tours**

External guided tours must be approved by circulation staff.

## **11. Posting flyers etc.**

Circulation staff must approve informational materials before you may hang them up or otherwise display them in the designated areas.

## **12. Lost and found**

Lost and found items should be taken to the circulation desk. Unclaimed items and items left in the lockers will be held according to Section 978 of the German Civil Code and the following related sections.

### **13. Copy machines and scanners**

The library provides copy machines and scanners to make reproductions of materials from the reading room collection. Each individual user is responsible for adhering to the relevant copyright laws.

### **14. Inspections, identification**

The library reserves the right to perform inspections and conduct them with the help of library staff. This applies in particular to personal items (inspection of bags). All library items must be checked out before passing through the detectors. Failure to do so can result in a loss of library use privileges. If library staff asks you to show identification, you must comply

### **15. Effective date**

These user regulations enter into force on 15/03/2017.

Regensburg,

Prof. Dr. Wolfgang Baier