

## **Terms of use**

- as agreed upon in the board meeting of the Institute of Business Administration on 10 December 2008

### **1 Applicability**

- These terms of use are solely applicable at the library of the Institute of Business Administration of the Universität Stuttgart.

### **2 Mission statement of the BWI-Library**

- The BWI-Library is a publicly accessible scientific reference library. It supports research, teaching, study and information. Its main purpose is the provision and cataloguing of its collections for teaching and research at the Institute of Business Administration.

### **3 Behaviour in the BWI-Library**

- The user has to comply with the rules and regulations of the terms of use and with the directions of library staff. The user is held responsible for damages and disadvantages to the library caused by his failure to fulfil these obligations.
- Coats, jackets, hats, umbrellas, bags etc have to be kept in the lockers and cannot be taken into the library. Items stored in the lockers have to be reclaimed within the same day and prior to the closing of the library.
- Within the library users are to keep quiet so as to not disturb other customers. Mobile phones are barred from the library.
- The library's rooms and work stations are to be kept clean.
- The user has to handle library items and fixtures with care. The user especially shall refrain from underlining or adding comments in the books as well as from correcting spelling mistakes or print mistakes, folding leaves or crossing out print.
- The user will be held responsible for any damages or loss of library items that occurred during the customer's use of the same. Even if it is not possible to prove the user's fault, he has to make a full replacement after an appropriate amount of time. Should the user fail to do this the library may charge the user for a replacement copy or the replication of the missing item.
- Upon entering and leaving the library all carried along books, journals, manuscripts etc. have to be shown voluntarily and explicitly to the library staff.
- The library is allowed to demand, a) identification from its users, and b) to be shown the content of folders, bag etc.

### **4 Use of online-services**

- The BWI-Library offers its patrons computer work stations for access to the electronic information collections (catalogues and databases). The users need to log in with either their valid library-ID or their student-ID.

- Use of the electronic services and collections is allowed under the assumption of a business, research or study related purpose. This may be adjusted in case of necessity. Every private or commercial use of the computer work stations, including internet access, is prohibited.
- The computer work stations are to be used in accordance with the appropriate regulations. Deficiencies noted before or during use have to be reported to library staff immediately. Users are to refrain from autonomous mending attempts.

## 5 Opening times

- The current opening times are stated on the library homepage as well as on the entrance door to the BWI-Library. Changes in opening times will also be announced in this fashion. Unavoidable reasons may arise at times which necessitate a short time closure of the library.

## 6 Lending

### (A) Hourly loans

- Within the library's opening times books and journals can be borrowed for photographing/scanning for 1 hour. For this an hourly loan slip has to be filled in and a valid student ID needs to be deposited.

### (B) Over-night and weekend loans

- Library items may only be lent if the user is able to present a valid student-ID or passport.
- Items can be borrowed Mondays to Thursdays from 17:30 pm until the next morning 10:00 am and Fridays from 14:30 pm until the following Monday 10:00 am.
- If items are brought back late the user will be expelled from lending services for an appropriate length of time.
- If library items have to be repaired or replaced, because the user lost the item, didn't return the item after the third demand note or because he damaged the item, the user has to pay for the repair or replacement of the item in question. In addition to this the library may fine " 10,- processing fee.
- Journals, loose-leaf-collections and seminar folders can not be borrowed.
- Copy items may be lent for an entire week.

### (C) Six-month loans

- This loan type is solely available to professors, assistant professors and members of staff at the Institute of Business Administration. Student assistants and external persons are excluded from this loan type.
- Lending authorisation is attached to the condition that the library may publicise who loaned the item and where the item is kept.
- A borrowed book has to be made available to other users at all times. This condition also applies in the borrower's absence (for the entirety of his period of service).

- Handing borrowed items over to third parties is strictly prohibited. EXCEPTION: for copying.
- The library may call back borrowed books if these are needed in the library. Recalled books have to be brought back to the library within 2 days; in justified exceptional cases (in accord with the library) at the very latest after 7 days.
- Borrowing is limited to 25 books per borrower.
- The allowed lending time is 6 months. For a renewal the book has to be presented to library staff at the BWI-Library and returned in the usual way. An immediate re-borrowing of the same item is possible only once.
- If the user does not follow the lending regulations the library may withdraw the user's lending authorisation. The user may be excluded from lending services for a period of 3 months if he does not return an item after receiving the third demand note.
- If library items have to be repaired or replaced, because the user lost the item, didn't return the item after the third demand note or because he damaged the item, the user has to pay for the repair or replacement of the item in question. In addition to this the library may fine " 10,- processing fee.
- The enforceability of compensation stays untouched. The same applies in case the library item can not be replaced. The right to claim processing fees does not expire in case of a later return of the library item by the user.

## **7 Non-liability**

- The library is not liable for any loss or damage of objects, that have been brought into the library or that have been laid down in front of the library. This includes the content of bags and lockers. Library equipment and installations are utilized at the user's own risk.

## **8 Exclusion from use**

- If a user violates library rules and regulations profoundly or repeatedly, or if special circumstances arise which make a continuation of library-user-relations untenable, the user may be temporarily excluded or permanently banned, in full or in parts, from further use of the library. All obligations arisen through library-user-relations continue to exist after exclusion.
- In cases of severe violations the library reserves the right to prosecution.