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**Academy of Fine Arts Leipzig /
Hochschule für Grafik und Buchkunst
Library Regulations
(BibO-HGB)
Effective from 8 February 2011**

In accordance with Sect. 92(3), Sentence 1, and Sect. 93 of
the Saxon Higher Education Act (Sächsisches Hochschulgesetz – SächsHSG),
effective from 10 December 2008

On the 8th of February 2011, the Rectorate issued the following regulations:

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§ 1 General

- (1) These regulations govern the operation and use of the library of the Academy of Fine Arts Leipzig / Hochschule für Grafik und Buchkunst (HGB).
- (2) The HGB Library (including its slide library) is a central facility of the Academy.
- (3) The HGB Library is governed by the Rectorate.
- (4) Subject to the approval of the Rectorate, the HGB Library may acquire membership in professional library organisations.

§ 2 Roles and Responsibilities

- (1) As a public academic facility, the main purpose of the HGB Library is to provide resources for teaching, study and research activities at the Academy. It also functions as a regional and superregional source of academic information and makes its stock available for vocational and subject-specific education.
- (2) The HGB Library is responsible for the Academy's literature supply. It acquires, indexes and manages the necessary media and makes them publicly available.
- (3) It is responsible for coordinating the information services offered at the Academy and works closely with the Saxon State and University Library Dresden as part of a cooperative service network.
- (4) The HGB Library also cooperates with other libraries and participates in library joint ventures (for example, the Saxon Library Network and the Southwest German Library Network). It participates in interlibrary lending.
- (5) The HGB Library is also responsible for acquiring literature for the administrative departments of the Academy. This literature is stocked in the reference section.
- (6) The HGB Library provides its services to the limitation of its available staff, space, finances and equipment.

§ 3 Management

- (1) The HGB Library is managed on a full-time basis. The HGB Librarian holds library science qualifications appropriate to their tasks and is appointed by the rector with the approval of the Senate.

(2) HGB bodies must involve the Librarian in all library matters, and the latter must represent the Academy in library organisations as well as in all public matters related to the library.

(3) Notwithstanding the responsibility of the Rectorate, the Librarian is responsible for fulfilling the tasks of the HGB Library and for ensuring the appropriate use of the library's staff and resources.

(4) The Librarian is responsible for the supervisory control and management of the HGB Library and its staff.

§ 4 Library Committee

(1) In accordance with Sect. 83(3), Sentence 2, of the Saxon Higher Education Act (SächsHSG), the Rectorate must appoint a Library Committee to draft its decisions.

(2) The Library Committee must ensure that the HGB Library fulfils its tasks in accordance with Sect. 93(1) of the SächsHSG. It is responsible for recommendations for the acquisition and disposal of literature and data carriers as well as for investments by the HGB Library.

(3) The Library Committee is entitled to bindingly entrust the Librarian with the implementation of its recommendations for the acquisition of literature and data carriers in accordance with the current financial and legal means.

§ 5 Authorised Users and Membership

(1) Use of the HGB Library is permitted for natural and legal persons—hereafter called users—as long as the users guarantee adherence to these regulations.

(2) The library use agreement between the HGB Library and the user is subject to public law.

(3) Membership must be applied for in person at the HGB Library.

(4) The application for membership must contain the following information:

- surname, name(s)
- date of birth
- main residence (students must also indicate a secondary residence)

- email address (HGB students and staff must provide their HGB email address)
- telephone number
- citizenship (legal persons must also indicate the address of their business or agency)
- minors must also indicate the name and address of a legal representative.

Any changes to the above data, especially to a name, address or email address, must be reported to the HGB Library immediately. Any penalties resulting from non-compliance are at the expense of the user.

(5) To be permitted to use the HGB Library, applicants must be at least 16 years of age and have submitted the membership application as well as the following documents:

- identity card or
- passport alongside confirmation of their residence issued by a public authority

Students must also present their student ID. Minors must additionally present a written declaration of consent from a legal representative. Minors can only be permitted to use the HGB Library if their legal representative accepts personal liability for any damages incurred by the minor as a result of not adhering to the terms of use outlined in Sect. 773(1), Number 1, of the German Civil Code (Bürgerliches Gesetzbuch, BGB).

(6) Application data will automatically be stored by the HGB Library for the duration of the library use agreement.

(7) Legal persons will be permitted to use the HGB Library if at least one natural person has been authorised to sign and submit a membership application. Several signatures may be filed for representatives authorised to sign documents related to the HGB Library. Both the authorised signatories and the legal person are liable for any obligations arising from the library use agreement.

(8) Membership will be granted by issuance of a library card, which remains the property of the HGB Library and is normally valid for one year. It is possible to apply for a renewal. Membership may be granted for a limited period of time and may be subject to certain terms and conditions. The library card must be handled with care and is non-transferable. Loss of the library card must be reported immediately. The user will be liable to the HGB Library for any damages resulting from the loss or misuse of the library card.

(9) On termination of the library use agreement, the user must return the library card and all borrowed media to the HGB Library. Any outstanding liabilities must be fulfilled.

(10) These regulations must be provided to the user for reference. By signing the application for use of the HGB Library, the user accepts these regulations. The user is responsible for keeping up to date with any changes to the regulations.

§ 6 Opening Hours

- (1) The opening hours of the HGB Library are determined and published by the Rectorate in consultation with the Librarian.
- (2) The HGB Library may temporarily close or restrict the use of certain areas if compelling reasons apply.

§ 7 General User Responsibilities and Liabilities / Use of Lockers

- (1) Every user must adhere to the terms of these regulations and orders given by library staff. The user is liable for any damages and penalties incurred by the HGB Library resulting from failure to comply with these obligations.
- (2) The user must behave in such a way that operation of the library and other working users remain undisturbed and any media, catalogues, facilities and equipment remain undamaged. Eating, drinking, smoking and the use of mobile phones are not permitted in the HGB Library. Use of technical equipment brought into the library rooms requires special permission from library staff.
- (3) Outerwear, umbrellas, bags and other larger items need to be deposited in the designated areas. Any deposited items need to be collected and lockers emptied before closing time each day. The user is responsible for ensuring the safety of their property.
- (4) Any items found in the HGB Library will be treated in accordance with Sect. 978 of the German Civil Code (Bürgerliches Gesetzbuch).
- (5) Any items found in lockers that have not been emptied on time will be treated as lost property. After a period of sixth months, the user forfeits their right to claim these items.

§ 8 Liability of the Library

The HGB Library is not liable for:

- the loss or damage of any items brought into the library or deposited in the cloakroom or lockers (for example, money, valuables, identification cards and any other documents or equipment);
- damage to data, storage media or technical equipment of the user caused by storage media borrowed from the library;
- damages caused by incomplete, omitted, faulty or delayed services.

In all other events, any liability is limited to gross negligence or intent.

§ 9 Lending

- (1) The library card must be presented every time the user borrows an item. The HGB Library may ask the user to present their identity card.
- (2) The HGB Library is allowed, but not obliged, to hand out requested media to anyone presenting the valid library card of the person who has placed the order. The HGB Library may ask to see a power of attorney for the user who has placed the order.
- (3) The user must check the library receipt to ensure the information it contains is correct and complete.

§ 10 Reference Books

- (1) Reference books can be acquired for full-time academic or artistic staff.
- (2) Reference books must undergo an annual review to establish whether they need to remain in the HGB Library. The collection must be made accessible to other users upon request.

§ 11 Lending Restrictions

- (1) A user may only borrow a maximum of 25 media items at one time. This does not apply to staff of the HGB.
- (2) Items which may not be removed from the HGB Library include:
 - items marked as belonging to the reference section;
 - media unsuitable for lending because of their size, value, or weight, or for stock protection reasons;
 - collections consisting of loose pages, typewritten media, unbound works, panel and portfolio works, as well as current periodical magazines.
- (3) The lending of individual parts of the permanent and special collections may be granted subject to review of the evidence as to the academic or professional purpose for which they need to be consulted.
- (4) Frequently requested media can be temporarily exempted from lending to make them accessible to a larger group of users (e.g., semester literature).

§ 12 Loan Period, Renewal and Return

(1) The loan period consists of a standard period in accordance with Section 2 and a grace period of seven calendar days. Borrowed items must be returned or renewed within the loan period. If the loan period is exceeded, fines are levied beginning from the end of the grace period.

(2) The loan periods are:

- monographs: 28 calendar days;
- audiovisual items: 14 calendar days;
- hardback magazines: 14 calendar days;
- paperback magazines: 7 calendar days.

(3) Renewal of the loan period may be granted four times for monographs and twice for any other media, subject to revocation. The HGB Library can request the return of any borrowed item at any given time.

(4) A renewal is not possible if the item has been reserved. If an item has already been reserved, the renewal may be revoked (return request).

(5) The user is responsible for adhering to the loan period.

(6) The borrowed item must be returned unsolicited on the day of the loan period's expiry at the very latest. The user must also return the item immediately if the HGB Library issues a return request prior to expiry of the loan period. If the user is absent or unable to return the item in person, they must nevertheless ensure timely return of the borrowed media.

(7) If borrowed media is not returned in person, this is at the user's own risk and expense.

(8) If the loan period is exceeded, fines will be charged. These fines will be charged irrespective of whether the user received a reminder or payment reminder. The HGB Library is not obliged to issue payment reminders.

(9) Return requests and notices in accordance with Sections 3 to 7 will be considered as having been received when they have been delivered to the last address provided by the user.

§ 13 Reservations

(1) Borrowed media may be reserved. The HGB Library is entitled to restrict the number of reservations.

(2) If borrowed and reserved items are returned, the user who made the reservation will be informed via email.

(3) If the reserved and available media are not collected within seven calendar days of their reservation and transmission of the collection notice, the items will be made available to other users. Any reservation data will be deleted.

(4) No information regarding the person reserving or borrowing the items may be made available without their consent.

§ 14 User Responsibilities and Liability for Damages

(1) The user must handle any media and equipment, including technical equipment, with care and protect them from damage. Any alterations or damages to HGB Library property are prohibited. Damages include, but are not limited to, entries of any kind, such as the crossing out or correction of errors, creasing of pages, panels and maps. No pages or inserts may be removed from the media, and no catalogue cards may be removed from catalogues.

(2) Upon receipt of each item, the user must check its condition and report any existing damages immediately. If the user fails to do so, it will be assumed that they received the item in an undamaged condition.

(3) The user must replace any lost or damaged media. More specifically, the HGB Library may request that the user restore the item to its previous condition, acquire at the user's expense a replacement, equivalent item or reproduction, or determine appropriate monetary compensation. In addition, the HGB Library may seek compensation for the loss of value not covered by these measures.

§ 15 Fees and Expenses

(1) Use of the HGB Library is generally free of charge.

(2) Fees, charges and expenses are levied upon the use of chargeable services in accordance with the Fee and Charge Regulations of the HGB.

(3) If the user fails to comply with their obligation to return the media, the HGB Library will request return of the borrowed media at the expense of the user and in accordance with the Fee and Charge Regulations of the HGB.

(4) After the third payment reminder, the HGB Library may either request return of the media by administrative order or declare the media lost and demand monetary compensation in accordance with the Fee and Charge Regulations of the HGB.

(5) Return requests will be considered as having been received once delivered to the last address or email address provided by the user (see Sect. 5[4]).

(6) As long as the user has not fulfilled their obligations under these regulations, the borrowing of further items may be refused.

§ 16 Use of Research Facilities

Library computers are primarily to be used for researching the HGB Leipzig catalogue. Any further access to internet services must be in accordance with the recommendations of the Association to Promote a German Education and Research Network (DFN-Verein).

§ 17 Authority to Control Access / Rules and Checks

(1) The Academy Librarian may exercise the authority to control access on behalf of the Rector. They may also delegate this authority to other library staff.

(2) The HGB Library may install and use equipment to prevent theft and property damage.

(3) Library staff may request that the user present a valid identity card and may control the content of their portfolios, bags and any other items brought into the library. In cases of justified suspicion, cloakroom lockers and lockers may be examined in the presence of a witness.

§ 18 Copyright

(1) The user has permission to make copies or have copies made provided that no media is damaged in the process and that they adhere to the terms set out in the following sections.

(2) The user is solely responsible for observing any copyrights, personal rights or other rights.

(3) Copies and photographs of manuscripts and other special collections, as well as of older, valuable works or those requiring careful handling, require permission from the HGB Library. Permission may be denied for reasons such as conservation.

(4) If the HGB Library reproduces the media itself, it retains any resulting rights and the original media remains its property.

(5) Reproductions on a larger scale or for commercial purposes (e.g., reprints, facsimile editions, postcards) requires a special agreement, which may also specify a consideration. The right of reproduction and use may not be transferred to any third party.

§ 19

Exhibitions, Film and Television Recordings

Borrowing media for exhibitions or for use in film and television recordings requires a special agreement, which must account for the preservation and protection of the media.

§ 20

Exclusion from Use

(1) Anyone who repeatedly or grossly violates these regulations or the HGB Library's instructions will be partially or wholly excluded from using the HGB Library for a definite or indefinite period of time. The same applies if their use of the library has become untenable for any other reasons. The affected person is entitled to a hearing.

(2) Any obligations that have arisen prior to the point of exclusion remain valid.

(3) In the event of severe violations, the HGB Library may inform other libraries of the exclusion and the reasons for it.

(4) The user may appeal the exclusion within one month of being notified. The appeal does not suspend the decision.

§ 21

Data Protection

The HGB Library processes personal data in accordance with Sect. 14 of the SächsHSG as well as the Saxon Data Protection Act. Under these legal provisions, personal data is only collected, stored, altered and used to the extent necessary for the legitimate fulfilment of the HGB Library's tasks. Data may be transferred to public or non-public bodies on an individual basis and to the extent permitted by the Saxon Higher Education Act or the Saxon Data Protection Act. After termination of the library use agreement and the required retention period, all data will be deleted. Data protection is guaranteed by personnel, technical and organisational measures.

§ 22
Entry into Force and Expiry

This regulation comes into force on the day following its publication. It also replaces the Terms of Use of the HGB Library from 24 July 2002, the Slide Collection Regulations from 24 February 2004, and the Slide Collection Terms of Use from 24 February 2004.

Leipzig, the 8th of February 2011

Prof. Joachim Brohm,
Rector