LIBRARY REGULATIONS

GENERAL

§ 1 (1) The TU Wien Library comprises the main library, subject libraries and the other decentralised library facilities.

(2) The inventory of the University Library is the property of TU Wien; excluding any inventory which is the property of the federal government as per § 139 (4) of the Universities Act 2002 (UG).

(3) The University Library as a service provision institution has the following tasks:

- Procurement, rendering accessible and provision of academic literature and other information media for the fulfilment of teaching and research assignments at TU Wien and for members of the general public interested in academic knowledge.
- Provision of the inventory of the University Library for lending.
- Licensing and organisation of access to electronic resources.
- Provision of information media not present in the University Library from other libraries, either in Austria or abroad (interlibrary loans).
- Provision of information via conventional and automated means.
- Participation in joint ventures by Austrian and international library and academic information bodies (e.g. Austrian Library Association (ÖBV SG), Electronic Journals Library (EZB)) and in future IT integration projects.
- Cooperation with other relevant national and international institutions with respect to the fulfilment of subsidiary duties of the University Library (e.g. purchase arrangements with other libraries, consortia, projects).
- Securing and conserving inventory.
- Planning for the further development of the library, including taking developments in IT into account.
- User training.
- Public relations.

MANAGEMENT

§ 2 (1) The University Library is managed by a person with the relevant training and a correspondingly high level of qualification who is appointed by the Rector. They are designated as “Library Director”.

Note:
The only legally binding version of the statutes of the Technische Universität Wien is the German version.
The English version provided here is intended as a service (guide) for our international staff members and doesn't replace the German version.
The Library Director is subordinate to the Rectorate as per § 22 (2) UG. Subject to authorisation, the Library Director represents the Rectorate in the affairs of the University Library both externally and internally. The Library Director carries out legal transactions on behalf of the University in accordance with the power of attorney granted by the Rector (§ 28 UG).

(3) The Library Director concludes the target agreement for the University Library with the Rectorate.

(4) The Library Director is responsible for the planning and running of the University Library. They are responsible for the provision of the funds, staff and space required for the fulfilment of the duties of the University Library and for filing requests to the Rectorate accordingly. In particular, they are responsible for the preparation of the budget as well as for the selection of intake and applications with respect to appointments to posts at the University Library.

(5) The Library Director is responsible for the disposal of the literature budget of TU Wien (public sector), for the budgeting for the main library and subject libraries and for the rooms assigned to the University Library.

(6) The Library Director is responsible for the appointment of their representative, the professional training of library staff, the planning of staff deployment and the service rota as well as service and professional supervision of the library staff. University members who are responsible for specific duties of the University Library in the institutes must observe the guidelines applicable to the library and the instructions of the Library Director.

(7) The Library Director is responsible for the coordination of the procurement of information media with respect to the requirements for research and teaching and the safeguarding of the continuity and completeness of the inventory in the academic fields represented at TU Wien. With regard to library-related matters, they are responsible for providing subject-specific support and advice to the institutes as well as consultation with respect to approved appointments. The purchase of information media which are used directly for the execution of specific teaching assignments and research projects is carried out at the request of the institutes on the basis of proposals by the University lecturers working there. The Library Director is further responsible, pursuant to inventory development, for deciding whether information media should be accepted into the inventory of the University Library or excluded.

(8) The Library Director is responsible for the execution of matters related to the usage regulations, in particular the specification of the opening hours of the University Library, the announcement of the scale of charges (specification of remuneration for services and equipment) and the cloakroom regulations, the issuance of user IDs, the imposition of usage restrictions.

§ 3 Literature inventory which is located in institutes is considered to be part of the University Library and is catalogued by the University Library.

§ 4 The opening hours of the University Library are:

1. In the open access areas (main library), at least 2,100 hours per year, with at least 30 hours per week during periods without lectures.

2. In other reading and work spaces in the subject libraries, at least 800 hours per year, with at least 15 hours per week during periods without lectures (with the exception of a four-week closure).

3. In the University institutes, the University Management specifies the length of the opening hours.
USAGE REGULATIONS

ACCESSIBILITY

§ 1 (1) The University Library is generally accessible.

(2) Usage must comply with the site regulations of TU Wien and the relevant EDP-usage regulations (security policies).

(3) The library management issues a separate notice of opening hours.

RIGHT TO USE

§ 2 The following persons are entitled to use the library:

(1) TU Wien members as per § 94 UG (students, academic staff and general staff);

(2) Members and students of other Austrian universities and universities of applied sciences (college courses);

(3) Persons above 14 years of age;

(4) Persons below 14 years of age require a written declaration of consent and liability from their legal guardian.

(5) The University Library is entitled to demand appropriate certification, such as a valid official photo ID, from users as a condition of use.

(6) In justifiable cases, particularly in case of resources with restricted access, the usage authorisation can be restricted to evidence that the resources are required for purposes of teaching and research.

SERVICES

§ 3 The University Library provides the following specific services:

(1) Procurement, rendering accessible and provision of all information media and electronic resources required for the fulfilment of teaching, study and research tasks for University members and for members of the general public interested in academic knowledge, with regard for extensive continuity and completeness;

(2) Electronic services (catalogues, databases, electronic journals and books) without any restriction in terms of time and place, taking maintenance breaks into consideration;

(3) Lending of information media for use outside the University Library;

(4) Provision of information media from the inventory of other libraries (interlibrary loans), and electronic document delivery;

(5) Provision of information services, especially the provision of information via worldwide data networks (e.g. the Internet) and electronic resources;

(6) Consultation with respect to all queries concerning the provision of information as well as assistance with respect to the development of appropriate search strategies in the subject-specific information systems;

(7) Provision of reading and work spaces including standardised hardware and software;

(8) Participation in joint ventures by Austrian and international academic information bodies;

(9) Cooperation and coordination with other academic libraries in Austria and abroad.
LENDING

§ 4  (1) The persons mentioned in § 2 (1) to (4) are entitled to borrow from the library.

(2) The authorisation to borrow must be proven with appropriate ID (a valid student card or library card).

(3) The persons mentioned in § 2 (3) and (4) can obtain loan authorisation through the issuance of an annual card. The applicable fee is specified by the library management in the scale of charges.

(4) Persons above 14 years of age with certified main residence in Austria who do not have citizenship of an EU nation or Switzerland and are not mentioned in § 2 (1) or (2), after providing a deposit (see scale of charges). They are limited to borrowing a maximum of five information media at one time. This deposit can also be substituted for a declaration of liability by an institute of TU Wien or another public institution. The deposit is forfeited without any further notification if it is not reclaimed within a period of three years after initial deposit.

(5) A third party is only permitted to collect reserved media with written collection authorisation and upon production of the library ID of the authorised borrower.

(6) The user should take note that the library stores the following data during registration: Surname, first name, date of birth, address, telephone number, email address, matriculation/staff number. Users must add changes of address themselves via their user account or notify the library promptly.

§ 5  (1) In total, 20 information media can be borrowed at any given time, (students: 10 volumes) excluding borrowing as per § 4 (4).

(2) This number can be increased if necessary for University lecturers at TU Wien and University students in the writing-up stage.

LOAN PERIODS

§ 6  (1) The loan period is four weeks.

(2) The loan period for University lecturers at TU Wien is four weeks for books from the textbook collection and eight weeks for other information media. The loan period can be extended for the conduct of teaching and research tasks.

(3) An extension of the loan up to a total duration of six months is possible, provided it is enacted before the expiry of the loan period and there are no reservations for the information medium.

(4) The library management is authorised to specify a shorter loan period in individual cases, to exclude information media from lending or to reclaim an information medium that has been issued/loaned before the expiry of the loan period.

RESTRICTIONS ON LENDING

§ 7  (1) The following are excluded from lending:

a) Information media which have been labelled as “not for lending” or are constantly required in the library.

b) Information media which were published 100 years or more prior to the date of borrowing.

c) Exceptionally sensitive or valuable information media.

(2) Loan arrangements that differ from these usage regulations can be applied/specified for loans from the inventories of subject libraries.
RETURN OF LOANED INFORMATION MEDIA

§ 8 (1) Loaned information media should be returned no later than the expiration of the loan period without prompting.

(2) Return of information media should be confirmed on request (by the library staff).

(3) In case the loaned information media are not returned within the stipulated period, further loans cannot be taken out until they are returned. A reminder is also sent as per § 10.

INTERLIBRARY LENDING AND DOCUMENT DELIVERY

§ 9 (1) Information media which are not held in public-access libraries in Vienna can be procured via interlibrary loans or document delivery.

(2) The information media are provided as per the specification of the lending library either for use in the premises of the University Library or as a loan subject to proof of borrowing authorisation or forwarding of documents.

(3) The loan period is four weeks, unless otherwise specified by the lending library. An extension of the period is possible only with the approval of the lending library.

(4) If the information medium provided as per sec. 1 is not returned within the stipulated period, a reminder is sent as per § 10.

LATE RETURN OF LOANED INFORMATION MEDIA

§ 10 (1) The user has to pay a late fee per day and per item for delayed return (see scale of charges). The late fee is effective from the day after the expiry of the loan period. The total fee cannot exceed the replacement value of the loaned information medium.

(2) In addition, a compensation fee is charged.

(3) The amount of the exceedance or compensation fee is specified in the scale of charges.

(4) A maximum of three reminders are sent at an interval of seven calendar days upon the expiry of the loan period. The first and second reminders can be sent via email. The third must be sent by registered post.

(5) If the information medium is not returned despite these three reminders, TU Wien can instead make a claim for the replacement value of the information medium (compensatory claim) or the return of the information medium. In case of persons who are subject to the supervision of the Rector, the University Management is notified of the reminder situation in order to implement appropriate measures.

(6) Until the outstanding fees are paid, no further loans are possible.

COSTS AND FEES

§ 11 The amount of the costs and fees is specified in the scale of charges issued by the library management. This requires the approval of the Rectorate.
§ 12 (1) The use of information media whose value necessitates special security measures or conservational precautions is possible only in the designated areas.

(2) Information media whose publication or distribution is not permitted on grounds of statutory regulations (e.g. copyright) or governmental or judicial order cannot be issued.

(3) The provisions of copyright law or the relevant licensing regulations apply to the use of all information media from the inventory of the University Library.

(4) The use of online services outside TU Wien can be restricted on the basis of licensing agreements.

§ 13 (1) The premises of the University Library should be used with the utmost care for the inventory, the buildings, the facilities and other fixtures. In particular, the following must be avoided:

a) Carrying objects which can pose a threat to people, fixtures or information media,

b) Using objects which disrupt the use of the library,

c) Bringing animals into the library, except guide dogs for people with disabilities

(2) Eating and drinking is permitted only in the designated areas. Smoking is prohibited in all areas.

(3) Reading spaces cannot be reserved. The University Library reserves the right to take appropriate measures to prevent reservations.

(4) Users should leave the library at closing time without having to be asked to do so.

(5) Instructions issued by library staff or appointed supervisory staff in order to ensure that regulations and safety standards are upheld or to protect fixtures and inventory must be followed. In case of an evacuation alarm, the premises should be evacuated immediately.

(6) The library staff are authorised to demand that

a) bags and other containers which could facilitate theft be opened for checking;

b) users declare or prove their identity if a staff member’s official duties require it.

§ 14 The public-access Internet stations are provided to access the library’s online resources and to conduct research for academic, subject-related, professional or educational purposes. They must be used in conformity with legal provisions.

§ 15 (1) Violations of the usage regulations can lead to a temporary restriction of usage rights or a temporary exclusion from use.

(2) In case of violations of provisions to uphold regulations and safety standards, the procedure specified by the relevant site regulations of TU Wien shall be followed.

(3) Compensation must be paid in the event of loss of or damage to information media or any other damage to property.
(4) Any attempt to remove information media or inventory items which have not been loaned by proper means from the library will be reported after the specific details have been established.

(5) The respective competent court in Vienna is defined as the place of jurisdiction for settling any disputes arising from these usage regulations.

Rectorate’s resolution dated 19/07/2011 Senate’s resolution dated 29/09/2011