



# **Library regulations**

Effective as of January 1, 2021

**kubi – Kufstein Library for Science and Leisure**

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#### Library regulations

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## §1 Organization and purpose of the library

The "kubi" – Kufstein Library for Science and Leisure (hereinafter referred to as "library") is a public institution created by the University of Applied Sciences Kufstein Tirol and the city of Kufstein. The library was formed in 2018 by merging the library of the University of Applied Sciences Kufstein Tirol and the Kufstein City Library.

It serves as a public scientific library for research, teaching, and study, as well as for general education, information, training, further education, and leisure activities. The library is an organizational unit of the University of Applied Sciences Kufstein Tirol Education Ltd. (hereinafter referred to as "UAS").

## §2 Opening hours and rules of conduct

- ✓ Document "UAS House Rules" – Appendix B

The library is open to all persons during opening hours. These are available at any time at [www.kubi.tirol](http://www.kubi.tirol).

- In the event of an extraordinary closure of the UAS building complex, the library will also be closed. The "kubi – Kufstein Library for Science and Leisure" reserves the right to change the opening hours at any time.

The noise level in the library premises must be kept to a minimum at all times. In any case, making phone calls and using audiovisual media in a manner that disturbs others is not permitted. Eating and drinking are not allowed in the library. Failure to comply with the UAS's house rules and other inappropriate behavior may result in exclusion from the library.

## §3 Registration in the library

- ✓ Document: "kubi Registration" - Appendix C

To borrow items, you must register as a library user. You can do this in person during opening hours by asking a library staff member. There is a flat fee for one year from the date of issue, which includes all loans:

- €20 regular fee
- €10 reduced fee for
  - Persons with disabilities
  - Persons aged 60 and over
  - School pupils
  - Students (unless enrolled at the UAS)

Registration is free for UAS members, International School Kufstein Tirol (ISK) students, or those with a valid "KufsteinCard" (starting with the date of Issuance, valid for 365 days)

## §4 Personal data

- ✓ Document: "kubi Privacy Policy" – Appendix D

The following personal data is stored electronically in accordance with the Data Protection Act / General Data Protection Regulation as amended when registering, exclusively for library purposes (e.g., borrowing, personal library account, access to online media and services):

- Name
- Date of birth
- Postal address
- Email address
- For UAS students, the student ID number and degree program

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This data will be deleted upon request or if the library services are not used for an extended period of time. The data protection regulations must be accepted upon registration – see the document "kubi Data Protection Declaration."

The library never stores past loan transactions (e.g., whether or when a particular book was borrowed). Loans and personal data are treated confidentially – no information is disclosed to third parties.

## §5 Loans

Up to 15 media items (books, magazines, audiobooks, DVDs, and games) can be borrowed simultaneously, with the standard loan period being three weeks. Loans are registered in the library system.

Loan periods can be extended by telephone, email, or in your personal online library account. Extensions are possible up to three times for three weeks at a time, unless the title has been reserved by

- (1) Reference materials that are clearly marked as such are generally excluded from borrowing and may only be used within the library. This applies to reference works, bibliographies/literature documentation, loose-leaf collections, newspapers and scientific journals, master's theses, and books that are part of a semester collection.
- (2) The library may exclude individual media or certain holdings from lending if there are special objective reasons for doing so. This applies in particular to works whose publication, distribution, or reproduction is prohibited by law, official regulations, or court orders.
- (3) The library's holdings and all of its furnishings must be treated with care. Damage to or loss of books shall be compensated for by replacement or reimbursement of the value at the expense of the user. Repairs may only be carried out by library staff.

## §6 Return

- (1) Loans must be returned without request by the end of the loan period at the latest. There is no entitlement to a reminder.
- (2) Outside of library opening hours, books may be returned by placing them in the book return cabinet located directly at the entrance to the UAS (building section A), provided that the UAS building is open. Books are returned at your own risk.
- (3) Loans can also be sent to the library by postal services, but at your own risk. You must ensure that the items are packaged in such a way as to prevent damage. If the loan period is exceeded, the date of arrival of the library item at the library is decisive.

## §7 Reminder fees

The reminder service provided by the library is a voluntary service. The failure to receive return reminders does not release users from their obligation to return items on time.

The following reminder fees will be charged for late returns:

- In the first week: € 1 per medium
- For each additional week: € 5 per medium

If the user's library account has overdue media or outstanding fees, both borrowing and renewal of further media will be refused.

If media for which reminder notices have been issued and which are not returned, or in case outstanding fees are not paid, the UAS will take legal action. Associated costs incurred by the library during the course of the reminder issuance or legal proceedings will be charged to the user. Fees for media returned late must be paid in any case, even if reminders were not issued.

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## §8 Remote access to electronic media

The use of electronic media is based on purchase or license agreements concluded between the UAS and the respective providers. The UAS accepts no liability in the event of misuse (e.g., violation of copyright or terms and conditions) of these resources. Remote access, i.e., access to digital media outside the UAS premises, is only permitted to UAS members.

The Onleihe Tirol service is an exception. Remote access to digital media from Onleihe Tirol is available to all users.

## §9 Regulations for the event of violations of the library regulations

Violations of the library regulations may result in a written or verbal warning and expulsion from the library premises. In such cases, the right to use the library may be revoked for a period determined by the library management (for students and UAS members: such violations may result in expulsion from the university or termination of employment). Furthermore, the UAS reserves the right to take further legal action. All obligations arising from the user agreement remain in force even after exclusion/termination.

## §10 Additional provisions

The following provisions are an integral part of the library regulations and are attached as an appendix:

- House rules of the UAS (Appendix B)
- Evacuation regulations of the UAS (Appendix E)
- Behavior in case of fire and accidents (Appendix F)

## §11 Liability

- (1) The UAS is not liable for theft, loss, or damage to personal items or valuables brought onto the premises. Furthermore, no liability is accepted for any damage to playback devices, personal computers, etc. that occurs during the use of library media, e.g., due to unsuitable CDs, DVDs, viruses, etc., or for any other reason.
- (2) The UAS is only liable for damage to property suffered by visitors or users of the library as a result of intent or gross negligence on the part of UAS employees or their agents.

## §12 Right of inspection

- (1) Library staff and UAS security personnel are entitled to inspect the contents of folders, bags, and similar containers when the book security system is triggered. Refusal to comply with the library staff's request for inspection shall be considered a violation of these library regulations. In this case, the UAS reserves the right to take legal action.
- (2) In the event of violations of the library regulations, users must prove their identity to library staff or UAS security personnel upon request. If the identity cannot be established, users may be expelled from the library premises, and further measures may be taken.
- (3) UAS employees are obliged to return borrowed items before the end of their employment; students must return items before the end of their studies. Upon request, the library will confirm this in writing.

## §13 Use of media in the open access area

- ✓ - Document "Classification system in accordance with RVK or ÖSÖB" – Appendix G
- (1) Physical media are freely accessible and systematically arranged in accordance with the Regensburg Classification System (RVK) in Building B and in accordance with the Austrian Classification System for Public Libraries (ÖSÖB) in Building A. Unless borrowed, they must be returned to the designated storage areas or book trolleys immediately after use. Users are not permitted to return books to the shelves themselves.
- (2) When leaving the library, all media must be presented at the information desk for borrowing or checking.

## §14 Semester collections

UAS employees may compile literature for their courses in the library premises for use as semester sets. These will be assigned to the library's reference collection for the duration of one semester.

## §15 Interlibrary loan

- (1) Literature required for academic purposes that is not available in the UAS library can be ordered from other libraries via the library in accordance with the provisions of the Austrian Interlibrary Loan Regulations (ÖFLO) or the regulations of the IFLA (International Federation of Library Associations and Institutions) on international interlibrary loans.
- (2) The library will procure the item via an interlibrary loan request in return for reimbursement of the fees charged by the lending library and the costs associated with the production and transfer of the item – a flat rate of €2 applies to domestic interlibrary loans; international interlibrary loan fees are higher.
- (3) Once the requested media have arrived, you will be notified by email. Media that are not collected will be returned after five working days following the email's dispatch or at the lending library's request. The conditions of the lending library apply. Requests for extensions and special permits must be addressed to the UAS library.
- (4) Any costs incurred – including for media that are not collected – will be invoiced to the user in all cases. The regular reminder fees apply to media obtained via interlibrary loan that are not returned on time.

## §16 Copying and copyright

- (1) A photocopier and a book scanner are available in the library. Copies are subject to a fee. The reproduction of individual media or certain collections may be prohibited if there are objective or legal reasons for doing so.
- (2) All users must respect copyright and other intellectual property rights. Moreover, users must reimburse the UAS for any costs incurred in connection with any legal or extrajudicial dispute, regardless of the title, arising from their unlawful use of licensed or purchased media. To the fullest extent permitted by law, the Participant agrees to release, indemnify, defend, and hold harmless the UAS, its officers, employees, agents, and affiliates from and against any and all claims, liabilities, damages, losses, costs, and expenses (including reasonable attorney's fees) arising out of or related to the user's actions, omissions, or participation in the program or activity, except to the extent caused by the gross negligence or willful misconduct of the UAS.

## §17 Jurisdiction

The court with jurisdiction in Kufstein shall have jurisdiction over any legal disputes arising from the use of the library, the borrowing of items, and the use of services. Furthermore, Austrian law shall apply, excluding any referral and conflict of law provisions.

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## §18 Effectiveness

These library regulations shall enter into force on January 1, 2020. They may be amended at any time by the library management in consultation with the university management.

## §19 Transitional provisions

With the entry into force of these library regulations, the previous library regulations of the UAS Kufstein library and the library regulations of the Kufstein municipal library shall cease to be valid.

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Kufstein, December, 2020



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*Managing Director Prof. (FH) Dr. Thomas Madritsch*



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*Head of the Library Julia Zimmermann, BA*

## APPENDIX

### A. Implementation provisions

- **General fees**

Domestic interlibrary loan	2€ / book
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Charges for research, delivery of scientific articles, international interlibrary loans, and any postage costs will be invoiced separately according to the amount incurred.

- **Reminder fees**

1. Reminder	1€ / medium
2. Reminder	+ 5 € / medium
3. Reminder	+ 5 € / medium
Interlibrary loan reminder fees	€ 5 / medium

Standard loan period	3 weeks
Load period for UAS employees	6 weeks
Semester reading sets	1 semester

- **Maximum number of items that can be borrowed**

Standard	15
UAS employees	30

#### Library regulations

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## B. House rules of the University of Applied Sciences Kufstein Tirol

Information and guidelines for pleasant and considerate interaction on the campus of the University of Applied Sciences Kufstein Tirol.

The University of Applied Sciences Kufstein Tirol aims to create an attractive and modern working and learning environment for students, teachers, and staff. In order to make this environment pleasant for everyone, it is necessary to observe a few rules and guidelines.

- **Waste:** We ask you to treat the building's facilities with care. Please dispose of waste in the designated waste bins out of consideration for others and the environment. Please also keep the lecture halls and workrooms clean. Eating and drinking are not permitted in the computer lecture halls.
- **Smoking ban:** In the interests of promoting health in the workplace, smoking is prohibited in all buildings and on the campus of the University of Applied Sciences Kufstein Tirol. Smoking areas are clearly marked and equipped with a waste bin for cigarettes.
- **Video surveillance:** The entrances to the University of Applied Sciences Kufstein Tirol are monitored by video for security reasons.
- **Safety:** Dangerous items such as firearms, knives, explosive substances, and similar items are not permitted at the University of Applied Sciences Kufstein Tirol. This measure is for general safety. Animals are not allowed in the University of Applied Sciences Kufstein Tirol buildings. This also applies to scooters, skateboards, bicycles, and other sports equipment.
- **Audio and film recordings:** Permission from the Corporate Communications and Marketing Department is required for audio and film recordings on the university campus.
- **Fire alarm:** In the event of a fire alarm, leave the building immediately via the nearest escape route. The assembly point is located in the city park. In case of an emergency, first aid kits are available on each floor near the stairwells. A defibrillator is located on the ground floor at the Information Point.

If you have any questions, please contact the Facility Management department! [facilityservices@fh-kufstein.ac.at](mailto:facilityservices@fh-kufstein.ac.at)

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## C. kubi Registration

### kubi Anmeldung | *kubi Registration*

Ich möchte mich hiermit in der kubi – Kufstein Bibliothek für Wissenschaft und Freizeit – registrieren.  
*I hereby wish to register at kubi – Kufstein Library for Science and Leisure*

#### Personenangaben | *Personal Data*

Familiennamen <i>Last name</i>	
Vorname <i>First name</i>	
Acad. Grad/Titel <i>Academic degree/title</i>	
Geburtsdatum <i>Date of Birth</i>	

#### Adresse | *Address*

Straße, Hausnummer <i>Street address, house number</i>	
Postleitzahl <i>Postal code</i>	
Ort und Land <i>City and country</i>	
E-Mail-Adresse <i>Email address</i>	

☐

Ich besitze keine „KufsteinCard“<sup>1</sup> und bezahle die reguläre Jahresgebühr  
*I do not own a "KufsteinCard"<sup>1</sup> and agree to pay the Regular Yearly Fee*

☐

Ich besitze keine „KufsteinCard“ und beantrage eine ermäßigte Jahresgebühr<sup>2</sup>  
*I do not own a "KufsteinCard" and request a Reduced Yearly Fee<sup>2</sup>*

☐

Ich besitze eine „KufsteinCard“, gültig seit (TT.MM.JJ) \_\_\_\_\_  
*I own a "KufsteinCard," valid from (DD.MM.YY) \_\_\_\_\_*

Ich nehme die Bibliotheksordnung idgF zur Kenntnis.

*I acknowledge the Library Regulation ("Bibliotheksordnung") in its current version.*

Datum und Unterschrift | *Date and signature:* \_\_\_\_\_

<sup>1</sup> Die „KufsteinCard“ entspricht nicht der kostenfreien „FestungsCard“ | *The "KufsteinCard" does not correspond to the free "FestungsCard"*

<sup>2</sup> Möglich für Schülerinnen und Schüler ab 14 sowie Studierende, Seniorinnen und Senioren sowie Personen mit Behinderungen | *Available for pupils over 14, students, senior citizens, and people with disabilities*

## D. kubi Privacy Policy

The University of Applied Sciences Kufstein Tirol Education Ltd. would like to inform you of the following in accordance with the General Data Protection Regulation 2018 (hereinafter referred to as GDPR):

As the operator of kubi – Kufstein Library for Science and Leisure, the University of Applied Sciences Kufstein Tirol Education Ltd. is the controller within the meaning of the GDPR. We process your personal data within the scope of library administration exclusively in accordance with the applicable data protection regulations, in particular the European Union GDPR.

The following overview is intended to inform you about the most important aspects of the processing of your personal data in connection with the use of the library.

### Data controller

Fachhochschule Kufstein Tirol Bildungs GmbH  
Andreas Hofer-Straße 7  
6330 Kufstein

### Contact details (data protection officer)

[datenschutz@fh-kufstein.ac.at](mailto:datenschutz@fh-kufstein.ac.at)

### What data is processed?

Contact details (such as title, first name, last name, address, date of birth, telephone number, email address) and data required for identification and processing of the contractual relationship (e.g., account and payment details, contract and loan details, correspondence).

### Source of the data

The data is usually provided by you.

### Purpose of processing your data

The data is used to establish and process the contractual relationship within the scope of library administration (e.g., lending, use, billing, correspondence) and is also processed in particular for the automated creation and archiving of documents for these purposes (such as billing and invoicing of fees, reminders).

### Legal basis for processing:

- Legal obligations
- To fulfill the contractual relationship.
- Where there are legitimate interests (e.g., for evidence purposes, to assert or defend legal claims).
- In individual cases, based on your express consent.

### How long do we store your data?

The data will be stored for the duration of the contractual relationship and, after its termination, at least in accordance with statutory retention obligations and the duration of statutory limitation periods.

### To whom will your data be transferred?

The data will only be stored and processed to the extent necessary for library use. The data will only be passed on to third parties to the extent necessary for the execution of the contract, if there is a legal basis for doing so, or if there is a legitimate interest in the involvement of third parties. There is no intention to transfer the data to a third country (outside the EU) or an international organization. Automated decision-making, including profiling (data analysis of behavior, habits, etc.), is not intended.

### **Rights of data subjects**

In accordance with the statutory provisions, you have the right to information about the data concerning you, correction, deletion, restriction of processing, or objection to processing, data portability, and lodging a complaint with the Austrian Data Protection Authority. To exercise your rights, please contact the controller.

### **Declaration of consent**

Mr./ Ms.

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*Last name, first name*

Consents to the collection, storage, and electronic processing of personal data and special categories of personal (sensitive) data, insofar as this is necessary in connection with the administration of library operations and is recorded.

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*Place, date*

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*Signature*

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## E. Evacuation regulations of the UAS

### ALARM





- You will hear a siren and/or an announcement.
- Leave your workplace IMMEDIATELY and avoid panic.
- Follow the instructions of the emergency services and proceed immediately to the assembly point in the city park.
- Remain at the assembly point until you are informed by the emergency services that the evacuation is no longer in effect.

### RULES OF CONDUCT

- Switch off all work equipment (machines).
- Inform the people around you and ask them to leave the building.
- Take the attendance list with you to the assembly point and help check whether all employees and students have left the building.
- Close windows and doors.
- Do not use elevators.
- Use the nearest emergency exit.
- Do not leave injured persons alone, but rescue them or initiate appropriate measures. Take appropriate measures. Never put yourself in danger—your own safety comes first!
- Do not leave the assembly point in the city park without being instructed to do so.
- Take the alarm seriously and follow the instructions of the fire safety officers and emergency services.

## F. Behavior in case of fire and accidents

VERHALTEN IM BRANDFALL	IN CASE OF FIRE
<p>RUHE BEWAHREN!</p> <p><b>ALARMIEREN</b></p> <p>Wenn Sie selbst einen Brand entdecken, Tür zum Brandraum schließen, sofort melden über <b>Telefon 122</b> UND <b>Brandmelder</b> betätigen.</p> <p>Im Brandfall werden Sie durch <b>SIRENE</b> alarmiert !</p> <p><b>RETEN</b></p> <p>Verlassen Sie das Gebäude und suchen Sie den <b>Sammelplatz</b> auf. Sollte der Fluchtweg durch Rauch versperrt sein, die Türe schließen und im Raum bleiben. Am Fenster bemerkbar machen, die <b>Feuerwehr</b> abwarten !</p> <p><b>LÖSCHEN</b></p> <p>Informieren Sie sich bitte über die Lage der <b>Löschgeräte</b> und über deren Handhabung.</p> <p>Im gesamten Gebäude besteht Rauchverbot!</p>	<p>STAY CALM!</p> <p><b>ALARM</b></p> <p>If you discover a fire, close doors to isolate the flames and smoke. Report the fire immediately by <b>fire alarm box</b> and <b>Telephone 122</b>.</p> <p>In case of fire you will be warned by the <b>FIRE ALARM!</b></p> <p><b>ESCAPE</b></p> <p>Leave the building calmly by following the emergency exit signs and make your way to the designated <b>assembly point</b>. If the escape route is obstructed by flames or smoke, close the door and stay in the room. Draw attention to yourself through the window and wait for the <b>fire brigade!</b></p> <p><b>EXTINGUISH</b></p> <p>Acquaint yourself with the location of <b>fire extinguishers</b> and how to use it.</p> <p>Smoking is forbidden in the entire building !</p>

VERHALTEN BEI UNFÄLLEN	IN CASE OF ACCIDENT
<p>Ruhe bewahren</p> <p>1. Unfall melden <b>144</b></p> <p> WAS ist passiert WO ist die Unfallstelle WIEVIEL Verletzte gibt es WER ruft an</p> <p>2. Erste Hilfe</p> <p> Versorgen der Verletzten Regeln der 1. Hilfe beachten</p> <p>3. Weitere Maßnahmen</p> <p>Rettungsdienst bzw. Feuerwehr einweisen Schaustilige fernhalten.</p>	<p>Stay calm</p> <p>1. Report the accident <b>144</b></p> <p> WHAT happened WHERE is the accident scene HOW MANY people are injured WHO is reporting the accident</p> <p>2. First aid</p> <p> Administer first aid to the injured person(s) Respect First Aid instructions</p> <p>3. Further steps</p> <p>Guide the paramedics or fire brigade to the accident scene and provide them with information. Keep onlookers away.</p>

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## G. Classification system in accordance with RVK or ÖSÖB

### Listing system in accordance with RVK

A	General ( <i>reference works, dictionaries, scientific work, media and communication, nature and environmental protection</i> )
B	Theology
CA-CK	Philosophy
CL-CZ	Psychology
D	Pedagogy
E-K	Languages and Literature
L	Ethnology, archaeology, art history, musicology
M	Political Science, Sociology
N	History
P	Law
Q	Economics
R	Geography
S	Mathematics, Computer Science
T-V	Natural sciences
W	Biology
X-Y	Medicine
ZC	Plants, Garden
ZE	Nutrition, home economics
ZG-ZQ	Technology
ZS	Handicraft
ZX-ZY	Sports

*For further information:* <https://rvk.uni-regensburg.de/regensburger-verbundklassifikation-online>

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## Classification system in accordance with ÖSÖB

### D Fiction/novels

**DR** German novel (classics, sophisticated literature) DR.D

Crime

DR.E Thriller

DR.G Romance, social novel DR.H

Historical novel

DR.L Humorous novel, satire

DR.J Youth novel (DR.J+ D Crime, F Fantasy, G Society/Love, S Non-fiction,  
V Adventure, X Comic)

### B Biographies (biographies, autobiographies, travelogues, personal accounts, letters)

### F Foreign-language novels (English, Italian, French, Turkish, Slavic languages)

### J Children

JD Picture books (JD+ K Toddlers, T Themes: Emotions, grief, death, ...)

JE Stories (+ D, E, F, ...)

### T Audiovisual media

TD Audiobooks (+ D, E, F, H, G, etc.)

TT DVDs (+ D, E, F, H, G, etc.)

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