

Library Regulations

Central Library | Library at Campus 1 | Library at Campus Wieselburg

As of November 2020

1. General

1.1 Area of validity

The Central Library | University & Public Library in Wiener Neustadt includes the library of the University of Applied Sciences Wiener Neustadt and the public library of the city of Wiener Neustadt. Both the Central Library and the Library at Campus Wieselburg are open to everyone.

Anyone entering the library premises or using its services thereby submits to the currently valid version of the library regulations and the house rules of the Fachhochschule Wiener Neustadt GmbH. Parents are liable for their children.

Special library regulations apply for employees of the Fachhochschule Wiener Neustadt GmbH.

1.2 Opening hours

The currently valid opening hours can be found on the notice boards and on the websites of the Central Library and the Libraries at Campus 1 and Campus Wieselburg.

1.3 Selection of media

In order to ensure a balanced selection of media, the library team is responsible for deciding on acquisitions. Library users can submit book requests in writing via bibliothek@fhwn.ac.at | Central Library, bib.wieselburg@fhwn.ac.at | Library at Campus Wieselburg, or via the forms provided for this purpose in each library.

1.4 Age restriction

Media that have an age restriction according to the FSK levels are tagged and can only be borrowed by authorised users.

1.5 Internet use

Public Internet access in the library is primarily intended for research purposes. In any case, use that violates existing laws, infringes the property rights of third parties (e.g. data protection, copyright), impairs network security (port scanner, download of very extensive content), endangers public order or harasses others (e.g. display of inappropriate content, sending spam) is not permitted. Technical aids (e.g. firewall, content filter) may be used for enforcement. The user agrees that data may be processed to the minimum extent necessary for technical and legal reasons. Library management is responsible for the assessment of whether an unauthorised use exists, which may subsequently exclude persons from further use. The library assumes no liability for damage to either users or third parties resulting from such use.

1.6 Photo shoots at events

Video and audio recordings may be made and photos taken during events, and if so, this will be communicated via poster displays or through a verbal announcement. Photos will subsequently be used for public relations (including social media).

2. Legal basis for library use

2.1 General

The basis for the use of the Central Library as well as the Library at Campus Wieselburg is a relationship under private law, which is established by signing the "User Registration" form. The library card is not transferable to another person and will only be issued after registration with an official photo ID.

2.2 Data protection

By concluding the borrowing contract, the library user acknowledges that the electronic storage of personal data is necessary for the fulfilment of the contract (Art. 6 para. 1 lit. b DSGVO).

We would like to point out that the library user has a right to information, to correction, to deletion, to restriction as well as to objection to the processing of their personal data within the scope provided by law. In the event of revocation, the lawfulness of the data processing carried out until revocation remains unaffected. A restriction, deletion or revocation may prevent the continuation of the contract.

The rights can be exercised at the

Coordination Office for Data Protection at the University of Applied Sciences Wiener Neustadt GmbH

Johannes-Gutenberg-Straße 3

2700 Wiener Neustadt

Tel.: +43 2622 89084-11

dataprotection@fhwn.ac.at

or the Austrian Data Protection Authority, as the competent supervisory authority.

Any change of personal data on the part of the user must be reported immediately, as well as the loss of the library card, in order to avoid misuse.

3. Borrowing | Time limit | Extension | Advance order | Return

3.1 Borrowing

Borrowing media from the Central Library including the library at Campus 1 and the Library at Campus Wieselburg is only possible with a valid library card. The user is obliged to book the selected media to their user account before removal from site.

In the Central Library, the booking takes place at the self-check. In the Library at Campus Wieselburg, booking is done at the information desk in the library. In accordance with the licensing laws, the user commits to borrowing media only for personal use and to observe all copyright regulations. The library card loses its validity three years after the last active use, provided that no fees are outstanding or active borrowings exist.

Media in the reference collection cannot be borrowed and can only be read, scanned or copied on site. Short-term borrowing is only possible in justified, exceptional cases.

When using media devices on site, e.g. consoles, the respective terms of use of the providers apply. For the use of media devices, the user must hand in their library card as a deposit at the information desk.

Books | Audio books | Audio books on flash drive:

May be borrowed for 4 weeks, and the borrowing term may be extended 3 times

DVDs | Tonies | Tonie boxes | eReader | Board games:

May be borrowed for 2 weeks, and the borrowing term may be extended once

Thirty | 30 media can be borrowed per library card. An increase in the lending limit may be granted in exceptional cases.

3.3 Extension of borrowing term

For items that have been pre-ordered by other users, the borrowing term cannot be extended. If this is the case, the item must be returned within the specified loan period. Users can extend the loan period themselves online or by e-mail or telephone. Users are responsible for the administration of their personal library account as well as for checking the relevant e-mail account for messages from the library.

3.4 Advance order

A maximum of five items per library user can be pre-ordered at the same time. The user will be informed via e-mail when the media are available and that the item(s) can be collected. After receiving this e-mail, the library user has seven days to collect the media. Repeated failure to collect an advance order may result in the user's account being blocked.

3.5 Return

The return of borrowed media is possible at the City Campus, Campus 1 and Campus Wieselburg, both on site and by post, regardless of where an item was borrowed from.

Media can be returned to the Central Library during the opening hours of the City Campus either via the return machine or at the service point. When the City Campus building is closed, a return is possible in the 24h return box (entrance Schlögelgasse). Please note that the borrowed media will only be charged back from the user account on the next working day. Media that do not fit into the return box must be returned during opening hours!

The return of borrowed media on Campus 1 takes place during the opening hours of the library at the Self check. Outside these opening hours, items can be returned via the return box. Please observe the campus opening hours.

Media borrowed from the Library at Campus Wieselburg must be returned during campus opening hours. Items can be returned either at the front desk or at the library information desk.

4. Interlibrary loan

Media from other libraries can be ordered via interlibrary loan provided payment of the fee stipulated in the fee schedule is made. €5 (five euros) are charged per interlibrary loan. The interlibrary loan fee is booked to the account when the order is placed and must be paid even if the item is not collected. Interlibrary loan requests and orders are made via fernleihe@fhwn.ac.at.

5. Fees | Costs

5.1 Reminder fee

Borrowing media is free of charge.

Costs may only be incurred if the loan periods are exceeded (see point 3.3).

Reminder: Four days BEFORE expiry of the loan period

1. overdue notice: two days after expiry of the loan period
2. overdue notice: one week after the first overdue notice
3. overdue notice: one week after the second overdue notice
4. reminder is sent by post. If there is no reply within one week or if the books on the account are not returned, the user's account will be blocked and a processing fee of €20 (20 euros) will be charged.

5.2 Copying costs

Costs are charged for copies made. The necessary copy card can be borrowed at information desks 1 or 2 of the Central Library and at the information desk of the Library at Campus Wieselburg.

5.3 Loss of library card

If the library card is lost, a fee of €5 (five euros) must be paid for a new card. Outstanding amounts will be transferred to the new card.

The collection of all fees takes place at the Service Point of the University of Applied Sciences Wiener Neustadt. At Campus Wieselburg, fees are collected at the library.

6. Liability I Compensation

6.1 Media

The library user undertakes to treat the media borrowed by them with care and consideration.

Before each borrowing, the user must check the media for obvious defects, damage and completeness. In case of loss or damage, the media must be replaced. The user can choose one of the following options:

Option 1

In the event of damage to or loss of a medium, a replacement of equal value must be provided.

Option 2

The library user pays a handling fee of €15 (fifteen euros) and, in addition, the purchase price of the medium purchased by the library as a replacement.

6.2 Use of workstations on site

When using one of the multimedia workstations with Internet access in the library, the user is liable for ensuring that the workstation is handled with care and that users' personal data carriers (e.g. flash drives for downloading files from the Internet, etc.) are not used in an improper manner. The user shall ensure that the data carriers used are not infected with viruses or have other defects of any kind that could cause damage.

In this context, the library is to be compensated for all damage incurred directly at such workstations and is also to be indemnified and held harmless against claims or demands of third parties (e.g. compensation payments, representation costs, costs of proceedings, costs of expert opinions, etc.).

7. Exclusion

In the case of unlawful actions, defying the house rules or defying the library regulations, users will be suspended from using the Central Library and the Library at Campus Wieselburg.

A ban from the library and a block on the library account may also be imposed.

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