

# Library Regulations Fachhochschule Vorarlberg GmbH

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## 1 INTRODUCTION

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### § 1 LIBRARY SERVICES

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The Library is a central organizational unit of Vorarlberg University of Applied Sciences. As a university library, it primarily serves researchers, instructors and students at the University. As far as possible, it also caters to the general public in the region through its holdings and information services.

### § 2 GENERAL TERMS OF USE

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- (1) Use of the Library of Vorarlberg University of Applied Sciences is governed by the Library Regulations. The Library Regulations are available for viewing at the Library's Information Desk. Copies are on display in the entrance area to the Library. Library Regulations are also published on the Library's web page.
- (2) The Library functions as both a reference and lending library. Its holdings can be used in the Library as well as outside of the Library, in so far as such holdings are not affected by the restrictions listed in Section 14 below.
- (3) **The applicable Library Fees and Lending Terms as well as the University's Building Regulations, Fire Safety Regulations and the IT Policy of Vorarlberg University of Applied Sciences (as amended) form an integral part of the Library Regulations.**
- (4) Use of the Library of Vorarlberg University of Applied Sciences is subject to acceptance of the terms and provisions set forth in the Library Regulations as well as the terms and provisions of the documents (as amended) listed in Section 3 Paragraph 2 above. Library users therefore agree to follow the above-mentioned terms and provisions as amended.
- (5) Violation of these terms and provisions may result in the suspension of Library privileges as well as the right to access University property.

### § 3 LIBRARY USE AND BORROWING RIGHTS

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- (1) Persons who are 14 or older may be allowed to use the Library subject to the Library Regulations. There is no entitlement to use the Library.
- (2) Anyone wishing to use Library holdings outside of the Library must have borrowing rights. Borrowing rights are solely conditional upon the possession of a valid Library Card, Campus Card or Alumni Card issued by Vorarlberg University of Applied Sciences.

### § 4 LIBRARY CARD, CAMPUS CARD AND ALUMNI CARD

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- (1) Persons applying to use the Library must show an official valid photo I.D. and pay the yearly membership fee.
- (2) The Library Card as well as the Campus and Alumni Card may be temporarily issued and subject to terms and requirements (e.g. a deposit). The Library Card as well as the Campus Card and Alumni Card are non-transferrable.
- (3) Loss of a card must be reported to the Library immediately, otherwise the user may be liable for any damages resulting from unauthorized use of his/her card.
- (4) By signing the personal data sheet and accepting the Library Card or the Campus Card users declare their acceptance of the Library Regulations of Vorarlberg University of Applied Sciences as amended.
- (5) Permission to use the Library is automatically given to students of Vorarlberg University of Applied Sciences upon enrolment and faculty and staff of Vorarlberg University of Applied Sciences upon the start of their contract.

### § 5 DATA STORAGE AND PROTECTION

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- (1) Users acknowledge that the data collected for library registration, about their library use and borrowing habits are processed and administered electronically. This is done in full compliance with all data protection regulations.
- (2) User data (name, date of birth, address, user I.D. number, user group or other assignable data) are stored electronically.

- (3) Users are entitled to receive a complete copy of all data related to their person.
- (4) Any changes to user data should be reported to the Library immediately.
- (5) The name and address of a borrower will only be given to other Library users with the borrower's express written consent.
- (6) The user agrees to receive messages in electronic form from the Library. These will be considered duly delivered.

## **§ 6 OPENING HOURS**

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- (1) The Library opening hours are posted as well as being available on the Library's web page. Opening hours may be subject to change.
- (2) In consultation with the Managing Director of Vorarlberg University of Applied Sciences, the Head of the Library may, in exceptional circumstances, change the opening hours of the Library at short notice.
- (3) During the semester break or for organizational reasons the Library may be temporarily closed.
- (4) Reduced opening hours and closing times are posted or are available on the Library's web page.

## **§ 7 LIBRARY FEES**

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Fees are published in the current Library Fees and Lending Terms, which are available for viewing at the Information Desk and on the Library's web page.

## **§ 8 USER OBLIGATIONS AND LIABILITY**

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- (1) Users are required to follow the instructions of Library staff and to comply with the terms and provisions of the Library Regulations as amended. Users are liable for damages resulting from noncompliance with these terms and provisions.
- (2) Library holdings and property are to be used with due care and according to their intended purposes. Users are liable for all damages to materials as well as other Library property and are - in compliance with the Austrian General Civil Code (AGBG) as amended - liable for damages, except as insofar as otherwise stipulated in the Library Regulations.
- (3) Users should immediately check the condition of any materials they borrow and report any damage, DVDs or supplementary materials that are missing (datasheets, graphs etc.) to Library staff. If they fail to do so, they will have to prove that the Library materials or property were in poor condition prior to their use.
- (4) Marking or writing in print materials, i.e. any changes or damages, is strictly forbidden.
- (5) Users are liable for any loss of and/or damage to any materials borrowed using their Library Card, Campus Card or Alumni Card. Likewise, they are liable for any damages that might occur as a result of the misuse of their Library Card, Campus Card and Alumni Card by a third party.
- (6) The type, price and procurement of replacement materials will be determined by the Library with due regard to legal provisions. Users shall compensate the University for the replacement value or cover the costs for replacing lost or damaged items or supplementary materials. If any items or supplementary materials are no longer available, users are required to monetarily compensate the Library in full. Furthermore, the Library is entitled to charge an appropriate processing fee for each lost item.
- (7) Borrowed materials should not be given to a third party.
- (8) Library users should be considerate of other users.
- (9) Spaces in which absolute quiet is required are marked as such. Smoking is prohibited throughout the Library. Food and drinks are permitted in the VORWORT cafeteria and in the study rooms without workstations until further notice and in keeping with the University's IT Policy and Building Regulations.
- (10) As a rule, coats, umbrellas, bags and larger items may not be taken beyond the entrance area of the Library.
- (11) Loud conversations using mobile devices (e.g. mobile phones, smartphones) are prohibited throughout the Library.
- (12) Parents or carers are responsible for the children they are accompanying and for ensuring that Library Regulations are observed.
- (13) Reservations for reading places and workstations may be made by Library staff.

- (14) Study rooms are primarily available for the faculty, students and staff of Vorarlberg University of Applied Sciences.
- (15) Study rooms that are required for more than one day may be reserved until further notice via the online Catalogue.
- (16) Use of materials is subject to compliance with copyright restrictions.

## **§ 9 LIBRARY LIABILITY**

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- (1) Neither the Library nor Vorarlberg University of Applied Sciences are liable for the theft or loss of or damage to objects or valuables that have been brought into the Library. This also applies to objects that are kept in Library lockers or study rooms.
- (2) No liability will be accepted for any damages to players, computers etc. that occur from using Library media, e.g. as a result of non-compatible CDs and DVDs, viruses etc., or for any other reason.
- (3) The Library and Vorarlberg University of Applied Sciences are only liable for such damage to property that results from intent or gross negligence on the part of the faculty and staff of Vorarlberg University of Applied Sciences.

## **§ 10 THE LIBRARY'S RIGHT TO SEARCH**

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- (1) Library and Building Management Staff are entitled to ask that the contents of briefcases, bags, rucksacks etc. and of other containers are shown to them. Failure to do so may result in the suspension of Library privileges as well as the right to access the Library. In case of suspicion of any illegal behaviour, Vorarlberg University of Applied Sciences reserves the right to inform the police.
- (2) Library and Building Management Staff are entitled to ask any person on Library premises to provide proof of identification. Failure to do so may result in the person being asked to leave Library premises and/or the University campus.

## **§ 11 GRADUATION, END OF ENROLMENT OR EMPLOYMENT, BOOK RETURNS**

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Prior to graduation or upon terminating their studies for whatever reason, students are required to return all Library materials they have borrowed to the Library's Information Desk and pay any outstanding fees. Failure to do so may delay a student's graduation. Faculty and staff are also required to return all materials in their possession to the Library and pay any outstanding fees upon termination of employment.

## **§ 12 LIBRARY FEES AND LENDING TERMS**

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The Library is entitled to issue Library Fees and Lending Terms in addition to its Library Regulations.

## **2 USE OF THE LIBRARY'S HOLDINGS IN THE LIBRARY**

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### **§ 13 OPEN ACCESS HOLDINGS**

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- (1) Open access holdings are catalogued and are freely accessible for all users. The Library staff will not reserve or access books.
- (2) Materials should be placed on the book trolleys after use.
- (3) The Library staff is entitled to assign specific workstations or work areas to Library users.
- (4) Certain holdings and types of materials may only be used in allocated areas.

### **§ 14 REFERENCE HOLDINGS**

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- (1) Reference materials may not be borrowed and may only be used in the Library. In particular, these include:
  - Reference works, catalogues, loose-leaf collections
  - Newspapers, current periodicals
  - Standards catalogues
  - Semester reserve shelves
  - Individual materials with multiple copiesReference materials are marked as such.
- (2) The Head of the Library may remove materials from the open access holdings as necessary.

## **§ 15 SEMESTER RESERVE SHELVES**

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Faculty of Vorarlberg University of Applied Sciences may establish a semester reserve shelf for the duration of their course(s). Items that are allocated to the semester reserve shelves are considered to be part of the Library's reference holdings until further notice and are subject to the regulations concerning reference materials.

## **§ 16 SPECIAL MATERIALS**

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Users should contact Library staff if they wish to use special materials.

## **§ 17 RESEARCH WORKSTATIONS**

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- (1) The computer research workstations are primarily reserved for bibliographic and academic use and for "selective" research.
- (2) Use of these computers is free of charge. If users do not supply their own paper, printing is subject to charges.
- (3) In addition, the following conditions apply:
  - Illegal use of the research workstations is prohibited; any misuse is strictly forbidden.
  - Users assume full legal responsibility for the lawful use of this technical equipment in accordance with copyright law, information law, criminal law etc.
- (4) Users are prohibited from making any changes to the configuration of the computers.
- (5) Use of Library Holdings Outside of the Library.

## **3 USE OF LIBRARY HOLDINGS OUTSIDE OF THE LIBRARY**

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### **§ 18 LIBRARY LOANS**

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- (1) Users with borrowing rights are entitled to borrow designated materials from the Library using their Library Card, Campus Card or Alumni Card.
- (2) Materials may not be borrowed in another person's name or given to a third party.
- (3) Loan periods depend on the type of material and the user's status. Loans are generally divided into regular loans and long-term loans.
  - Regular loans are for items that are not subject to any special regulations.
  - Long-term loans are for items that are part of faculty or departmental libraries.
  - The length of regular loans can be found in the Library Fees and Lending Terms.
- (4) All Library materials must either be checked out at the Information Desk or electronically. Library staff are authorized to check the validity and legality of Library Cards, Campus Cards or Alumni Cards. Library Cards, Campus Cards or Alumni Cards may be withdrawn if there is suspicion of misuse.
- (5) In case of repeated violations against the terms and provisions of the Library Regulations (as amended) concerning borrowing materials, Library users may have their borrowing privileges suspended and their accounts closed.

### **§ 19 LOAN PERIODS / RENEWALS**

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- (1) Information on loan periods and the number of possible renewals can be found in the Library Fees and Lending Terms. The Library may request the return of materials prior to the end of a loan period, especially if such materials are urgently required for research or teaching purposes. Materials that are no longer needed should be returned to the Library prior to the end of a loan period.
- (2) Users may renew materials prior to the end of a loan period using the Library Catalogue. The Library may, however, request to see borrowed materials prior to renewal.
- (3) Loans may not be renewed if another Library user has requested the borrowed items.
- (4) In such cases, any renewals may be revoked.
- (5) If any items are overdue, users are generally not able to renew any other items they have borrowed.
- (6) As a rule, loans of an indefinite period are not allowed.

## **§ 20 NUMBER OF LOAN ITEMS**

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The number of items that may be borrowed depends on the type of materials and the user's status. Please see the current version of the Library Fees and Lending Terms.

## **§ 21 RESERVING MATERIALS**

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- (1) Borrowed items can be reserved online using the Library Catalogue. Users are informed as soon as the borrowed items have been returned to the Library. If users do not collect reserved items within the time period stated in the Library's notification, this may result in the reallocation of the materials.
- (2) The Library can limit the number of reserved items and/or not accept any requests for a temporary period.
- (3) Users are prohibited from reserving several copies of the same work.
- (4) The Library does not disclose any information about the ordering, reserving or borrowing of materials.
- (5) In important cases, the Library may prioritize the request of an item, which has priority over all existing requests. Users who have placed requests will be informed of the resulting delay.

## **§ 22 RETURNS**

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- (1) Borrowed items must be returned with any supplemental materials in proper condition to the Library's Information Desk by the end of the loan period at the latest. It is important to note that borrowers are responsible for the loss of any items until these have been returned to the Library.
- (2) Items may be returned via the book drop on the ground floor of Building C outside of Library opening hours. Exceptions are interlibrary loans. Users are responsible for any damage to or loss of items that are not placed directly into the book drop. They are also responsible for compensating the Library in full or for the replacement of any items. The book drop is regularly emptied. However, there is no guarantee that the book drop is always in use.

## **§ 23 REMINDERS**

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- (1) If borrowed materials (Library or interlibrary loans) are overdue, the Library will inform the user and request that the materials be returned. A fine will also be charged.
- (2) Fees and fines can be found in the Library Fees and Lending Terms as amended.
- (3) The Library may suspend a user's borrowing and interlibrary-loan privileges if he/she does not return the items and settle any outstanding fees. Repeat offences may lead to the suspension of Library privileges as well as the right to use the Library.
- (4) If items are not returned after the third reminder, the Library can replace the items at the borrower's expense or require the borrower to compensate the Library in full (see Section 8). Furthermore, the Library may take administrative action against the borrower or start legal proceedings. The borrower will be liable for any fines and he/she will also be liable for any legal and court costs.
- (5) Users are required to regularly check their e-mail accounts. E-mails are therefore considered to be duly delivered. Reminders and notifications are considered to be duly delivered three days after they have been sent by post if they are sent to the last known postal address. If users cannot be reached – for whatever reason – they are liable for any costs incurred.

## **§ 24 FACULTY / STAFF LIBRARIES**

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Loans of an indefinite period are prohibited. The permanent faculty and staff of Vorarlberg University of Applied Sciences may establish a faculty / staff library and keep the materials required for their daily work in their offices. Such materials remain the property of Vorarlberg University of Applied Sciences. Materials in faculty / staff libraries should be kept to a minimum.

## **§ 25 DEPARTMENTAL LIBRARIES**

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In justified cases, research, administrative and academic departments may establish libraries. A member of faculty or staff should be appointed to administer the library.

## **§ 26 GENERAL INFORMATION**

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- (1) Detailed information about faculty, staff and departmental libraries can be found on Inside.
- (2) The person responsible for the library is liable for the loss of or damage to any materials in the library.
- (3) The Library is entitled to conduct audits.

## **§ 27 NOTIFICATIONS**

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The Library can request reimbursement for notifications.

## **§ 28 POSTING OF MATERIALS**

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- (1) Library materials are generally not sent by post.
- (2) In urgent and exceptional cases, materials can be sent within Austria at a charge. The borrower should be in possession of a valid Library Card, Campus Card or Alumni Card and submit a written request. All costs shall be borne by the borrower. The Library is also entitled to bill the borrower for any administrative costs.

## **4 OTHER USES**

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### **§ 29 ELECTRONIC MEDIA**

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- (1) Electronic media (databanks, e-books, e-journals etc.) are available for use in the Library by Library users with borrowing rights. Faculty, staff and students of Vorarlberg University of Applied Sciences can access electronic media throughout the campus as well as off campus using a VPN connection or Shibboleth.
- (2) The extent of use is determined by each individual source provider.
- (3) Users are required to observe the provider's contract and licence terms in case of any compensation claims.
- (4) Licence terms can be viewed upon initial access of the electronic information source, at the provider's website or on the Library's web page.
- (5) Furthermore, data from electronic information sources (as far as this is determined by the provider) may only be used, printed and saved for personal use and research. The mass printing or saving of articles, complete journals or books is prohibited.
- (6) Copyright restrictions must be adhered to.
- (7) Electronic materials may not be given to a third party either electronically or in print form.
- (8) The Library assumes no responsibility with regards to the accuracy, completeness or topicality of the data contained in the electronic information sources it provides. The Library is not liable for damages that might occur from temporary loss of services or disruption in the access to any electronic information sources.

### **§ 30 INTERLIBRARY LOANS**

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- (1) Materials required for research or for educational purposes that are not within the Library holdings of Vorarlberg University of Applied Sciences can be ordered from other libraries or document delivery services in accordance with both the VÖB recommendations for handling interlibrary loans and document deliveries and the regulations governing international library loans.
- (2) A written interlibrary loan request form must be submitted to the Library.
- (3) The number and length of the loans are determined by the lending library, but may also be limited by Vorarlberg University of Applied Sciences.
- (4) Users are informed as soon as the requested items have been delivered. Items that are not collected are returned to the lending library at the end of the loan period or at the request of the lending library.
- (5) Fees are determined by the Library Fees and Lending Terms of Vorarlberg University of Applied Sciences and the Austrian and international regulations governing interlibrary loans or by the lending library.

- (6) Use of the materials is subject to the rules and regulations of the lending library. Requests for renewals and requests for special permissions should be made to the Library of Vorarlberg University of Applied Sciences and not to the lending library.
- (7) Any costs – also for uncollected materials – are to be paid by the user.
- (8) It is prohibited to give interlibrary loan materials to a third party.
- (9) The user is liable for all costs (including all overdue fines and processing fees) resulting from the loss of or damage to materials or for overdue items; in any case, the user will be billed for any costs incurred by the lending library.
- (10) Materials ordered via interlibrary loan must be picked up in person at the Library's Information Desk. Items may also be picked up by an authorized person if the borrower has signed a written consent form. Materials ordered via interlibrary loan must be returned to the Library's Information Desk. Use of the book drop is not permitted for such materials.

### **§ 31 INFORMATION**

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As part of its work, the Library provides oral and written information. This information is advisory only. The Library does not accept any liability for the accuracy, completeness or topicality of such information, nor any liability for the information provided in the Writing Centre. The Library is entitled to charge reasonable fees for research.

### **§ 32 MAKING COPIES**

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- (1) The Library has photocopiers. Copies are subject to a charge.
- (2) The number of copies is to be kept to a minimum as required by personal use.
- (3) Copies may be prohibited for individual items or certain holdings. In particular, the copying of electronic media (CDs, DVDs etc.) is prohibited.
- (4) Faculty and staff of Vorarlberg University of Applied Sciences have prioritized access to photocopiers as required.
- (5) The photocopiers may not always be available.
- (6) Users are responsible for adhering to copyright restrictions.

### **§ 33 SPECIAL USES**

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- (1) The following uses do not constitute generally permissible use of the library:
  - a. The provision of materials for exhibition purposes
  - b. The provision of materials for the production of copies for public consumption
- (2) Such uses are subject to special requirements and are dealt with on a case-by-case basis.

## **5 STUDY ROOMS AND LOCKERS**

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### **§ 34 KEYS**

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- (1) Registered users can request a key to a study room or locker from Library staff.
- (2) Users are responsible for the key. If a study room or locker is used by more than one user, users should designate one person who is registered with the Library as the key holder.
- (3) Loss of a key should be reported to the Library immediately.
- (4) The user registered as the key holder is liable for any costs resulting from the loss of or damage to the key or damage to the lock or study room (e.g. key replacement, lock replacement, repairs etc.).

### **§ 35 STUDY ROOMS**

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- (1) Study rooms may only be used for studying or conducting research.
- (2) Users who have booked study rooms may take bags and drinks in reclosable containers into them until further notice. Library materials taken into study rooms should be used with care. Users are responsible for any damages resulting from incorrect use.
- (3) All reference materials (marked with a black dot) have to be returned before closing time. Any literature that is required for longer than a day must be checked out at the Information Desk.

- (4) Study rooms must be locked when not in use.
- (5) Library staff are entitled to access study rooms at any time. They may also retrieve any items that have not been checked out and that – contrary to the above regulations – have been in the study room longer than a day.
- (6) All personal items should be removed from study rooms at the end of their use.
- (7) No liability is accepted for articles of value left in study rooms or lockers.

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#### **§ 36 RENTAL PERIOD**

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The rental periods for lockers and study rooms can be found in the Library Fees and Lending Terms.

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#### **§ 37 END OF RENTAL PERIOD**

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- (1) Locker and study room keys must be returned to the Library's Information Desk at the end of the rental period.
- (2) If the rental period is exceeded, Library staff are entitled to remove all objects from lockers and study rooms. Such items will be treated as lost items and kept at the Information Desk for three weeks before being disposed of or sent to the lost and found office.
- (3) In case of violations of the Library Regulations, the Head of the Library is entitled to cancel the rental of lockers and study rooms with immediate effect.

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### **6 SUNDRY**

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#### **§ 38 VIOLATION OF LIBRARY REGULATIONS**

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Serious violations of the Library Regulations, the Building Regulations and/or the IT Policy of Vorarlberg University of Applied Sciences may lead to a temporary or permanent suspension of Library use and privileges. The suspension does not affect the obligations arising from the relationship between the Library and the user.

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#### **§ 39 GENERAL PROVISIONS**

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Should one or several of the terms and provisions in this Contract be invalid or unenforceable the validity of the Contract in general shall remain unaffected. The invalid or unenforceable terms and provisions shall be replaced by the contracting parties with valid and enforceable terms and provisions that commercially meet the aims pursued by the contracting parties with the invalid or unenforceable terms and provision as closely as possible. The foregoing terms shall apply if the Contract proves to be incomplete.

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#### **§ 40 PLACE OF JURISDICTION, APPLICABLE LAW**

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The place of jurisdiction for legal disputes relating to the use of the Library, the borrowing of materials and utilization of the services provided is the court that has venue and subject-matter jurisdiction over Dornbirn. Furthermore, this Contract is subject to Austrian law to the exclusion of national and European conflict rules.

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#### **§ 41 SHOULD DIFFICULTIES OF INTERPRETATION ARISE, THE GERMAN TEXT OF THESE LIBRARY REGULATIONS SHALL BE BINDING.**

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#### **§ 42 TAKING EFFECT OF LIBRARY REGULATIONS**

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The Library Regulations replace the Library Regulations of 1 October 1999 and take effect on 1 November 2014.