

# DIR WU Library Regulations

WU (Vienna University of Economics and Business) Library Regulations for All Library Locations and Media

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## **1. Goals**

The WU Library Regulations specify the terms of use for all WU library locations and library media for all the different groups of library patrons.

## **2. Scope**

The locations of the WU University Library can be used by any person aged 14 or above, following a prior registration process. The primary target groups of the University Library are WU students, faculty, and staff. These Library Regulations apply to all library users at all library locations and to all library media.

## **3. WU Library Regulations**

The Library Regulations specify which persons have access to the WU University Library locations, how they can obtain access, and which rules of conduct apply. A further section regulates the use of library media, the terms and conditions for loans, overdue reminders and fines, inter-library loans, and document delivery services. The Library Regulations also include the Schedule of Fees and Charges, the terms of use for the Rothschild/Steindl special collection, and the consequences of violations of the Library Regulations.

### **3.1. Access to the University Library locations**

- 3.1.1. Access to the premises of the WU University Library requires a valid authorization in the form of a key card. When starting their employment, WU employees receive a WU key card or key tag that also gives them 24/7 access to all library locations. Students can use their student ID cards to access the library locations during regular opening hours. All other persons authorized to access the University Library receive a library card when completing their registration.
- 3.1.2. Access media for the University Library locations can only be issued to persons aged 14 or above.
- 3.1.3. Item 4 specifies the varying fees that different groups of library users have to pay for certain library services, and it also specifies which persons are exempt from library fees.
- 3.1.4. The current opening and service hours of all University Library locations are published in the opening hours schedule on the University Library website.
- 3.1.5. The University Library may be temporarily closed, wholly or in part, to perform necessary organizational tasks, construction work, or other measures required for operational reasons.
- 3.1.6. Individual areas of the library premises can be closed for limited periods due to events being held at the University Library.
- 3.1.7. During busy periods (particularly exam-prep weeks according to the academic calendar), external users may temporarily be denied access to library locations.

### **3.2. House regulations for University Library premises**

- 3.2.1. Whoever enters the University Library premises or uses library services is subject to the WU Library Regulations, as amended, and the additional regulations that apply as well, as specified in item 6 below.
- 3.2.2. Any form of disruptive behavior is prohibited on library premises.
- 3.2.3. Smoking and eating are prohibited in the user area of the WU University Library, and any beverages brought into the library must be in resealable containers. Beverage containers must be reclosable and kept sealed at all times during transport and storage.
- 3.2.4. The use of cell phones and voice calls made with other telecommunication systems (e.g. Skype, WhatsApp, etc.) is allowed only in designated phone rooms.
- 3.2.5. It is prohibited to bring outerwear (coats, jackets) and any objects that could be used to facilitate theft (e.g. backpacks, laptop bags, large handbags, etc.) into the user area of the library.
- 3.2.6. For users of the cloakroom, the WU Cloakroom and Locker Terms of Use (*Garderoben- und Spindordnung*) apply. The Cloakroom and Locker Terms of Use are published online (online version currently available in German only).
- 3.2.7. It is forbidden to bring objects into the library which could endanger people or objects or interfere with library operations. Animals (with the exception of guide dogs and assistance dogs) are prohibited in the library.
- 3.2.8. WU Library computers and other IT equipment (e.g. scanners, servers, networks, etc.) are provided for academic research and work only.
- 3.2.9. For users of project rooms and carrels, the relevant terms for booking and using these rooms apply, as published on the information pages for students on the WU website. Contrary to those terms, it is not allowed to bring food into the project rooms located in the libraries.
- 3.2.10. To maintain the security of the library collections, all library media are to be presented to library staff upon demand before leaving the WU University Library. Library staff is also authorized to open and inspect any bags and other containers in which library media could be concealed. Library staff is also authorized to require users to identify themselves and to present an ID.
- 3.2.11. Aside from personal injury, WU is liable only for damages resulting from intent or gross negligence of WU personnel or authorized agents thereof. WU does not assume any liability for valuables or money lost or stolen in the University Library. WU excludes any liability for indirect damages or loss of profit.

### **3.3. Terms of use for library media**

- 3.3.1. Library property and media are to be handled with the greatest care. Loss or damage of library property and media must be compensated pursuant to the applicable legal regulations.

- 3.3.2. Library users are not allowed to reserve seats or PC work stations by placing items on the seats or workplaces while they are away, except by using the appropriate means provided by the University Library (e.g. break timers). The WU University Library reserves the right to take appropriate steps to keep library users from saving seats by placing items on them.
- 3.3.3. Users are obligated to leave library equipment in such a condition that proper use is ensured for the next user. If a user encounters a PC where a previous user is still logged in or an application is still running, the new user must close the application immediately and log in with his or her own login data.
- 3.3.4. Access to certain media can be blocked or restricted if this is required for legal, conservation, or security reasons.
- 3.3.5. The WU University Library does not assume any liability for the functioning of the IT equipment and infrastructure. WU also excludes any liability for hardware or software malfunctions and loss of or damage to any data or storage media that library users may bring to the University Library.
- 3.3.6. Use of electronic resources:
- Electronic resources are provided exclusively for studying, research, and teaching purposes. Any use of the resources for third parties, any commercial use, systematic downloads, and the republication of contents are prohibited.
  - When using electronic resources and software programs provided by the WU University Library, users are obligated to observe all relevant legal regulations, in particular copyright laws, licensing agreements, data protection law, and restrictions of use. Any costs and damages resulting from claims made against WU because of infringements of the rights of third parties caused by a library user shall be borne by the user. Library users must indemnify and hold the WU University Library harmless from any claims in such cases.
  - Any passwords disclosed in connection with searches in electronic resources are to be treated confidentially and not passed on to third parties.
  - The use of online services can be restricted to devices located in the library due to legal requirements.
- 3.3.7. Inter-library loans and document delivery:
- Media that are not available at WU can be obtained via national and international inter-library lending or via document delivery service.
  - Depending on the requirements imposed by the lending library, media obtained via inter-library lending can be used on library premises or borrowed after presentation of a valid library card or providing the required documents.
  - A fee will be charged for expenses incurred by the WU University Library as a result of obtaining media via inter-library lending. The amount of this fee is specified in item 4.5 below. Any additional costs charged to the WU University Library by suppliers of the media thus obtained will be charged to the library user.

- If media obtained via inter-library lending are not returned by the specified due date, overdue procedures will be initiated pursuant to items 3.5.5 ff. of the WU Library Regulations.
- In the interest of reciprocity, the WU University Library collection is also subject to national and international inter-library lending.
- Fees and costs incurred are charged to the borrowing library, taking the principle of reciprocity into consideration.
- National and international inter-library lending activities are carried out based on agreements made with the IFLA (International Federation of Library Associations) and the recommendations by the Association of Austrian Librarians (VÖB, Vereinigung Österreichischer Bibliothekarinnen und Bibliothekare) on how to handle inter-library lending and document delivery in Austria.

### **3.4. Borrowing privileges for printed materials**

- 3.4.1. Only natural persons are entitled to borrow library media.
- 3.4.2. The following groups of persons are entitled to borrow library media: WU faculty, staff, and students according to § 94 of the Universities Act 2002 (*Universitätsgesetz, UG*) and all persons over 14 years of age who have been issued a library card and granted borrowing privileges for library media.
- 3.4.3. To be able to borrow library media, library users have to present an ID with active borrowing privileges. Upon request, WU employees are issued a library card once they have proven that they have an active employment at WU. In the case of WU students, the WU student ID card includes borrowing privileges. All other persons can obtain borrowing privileges in the form of a library card, which also serves as a key card for accessing the library.
- 3.4.4. Borrowing privileges can only be granted to people who provide the required personal data to the WU University Library. With their signature, these persons accept and acknowledge the WU Library Regulations and the WU University Library Privacy Policy.
- 3.4.5. To obtain borrowing privileges, natural persons over the age of 14 who have their main place of residence in Austria must present an official photo ID and their official residence registration document (or another official document that confirms their main place of residence, e.g. vehicle registration document) when they pick up their library card.
- 3.4.6. Persons under the age of 18 or persons without full legal capacity must also present a declaration of liability signed by a parent or legal guardian. The required form is available on the University Library web pages.
- 3.4.7. Persons over the age of 18 without a place of residence in Austria must pay a security deposit in the amount specified in item 4.3 below. This deposit will not be refunded until library users have returned all borrowed media and submitted a written application for refund of the deposit to the WU University Library. The application does not have to meet any specific form requirements. If library users do not submit an application for refund of their deposit within a year after the expiration of their library card, the security deposit is forfeited.

- 3.4.8. Changes in name, address, or the conditions upon which the user's borrowing privileges are based must be reported to the WU University Library without delay.
- 3.4.9. The loss of a library card must be reported to the WU University Library without delay. The WU Library assumes no liability for the consequences of unauthorized use of a library card.
- 3.4.10. It is prohibited to pass borrowed media on to third parties. The WU University Library assumes no liability for damages resulting from the use of the media provided. This applies particularly to data storage media and the contents thereof.

### **3.5. Borrowing and returning**

- 3.5.1. Users borrow materials using the self-service checkout machines.
- 3.5.2. Books ready for pick-up will be deposited under the user's name on the hold shelves, from where users can take them to the self-service checkout.
- 3.5.3. The maximum amount of library items that can be borrowed simultaneously and the applicable loan periods are specified in the borrowing conditions on the WU University Library website.
- 3.5.4. Borrowed media are to be returned by the due date upon the borrower's own initiative. No prior reminders are sent.
- 3.5.5. If media are not returned by the due date, a reminder notice will be sent with a reference to the expired loan period. A total of three reminder notices are sent if the materials are still not returned, each after a successive period of seven days. The first and second reminder notices are sent by email if an email address for the card holder is available, otherwise by mail. The third reminder is sent via registered mail.
- 3.5.6. If media are not returned after the third reminder notice, court proceedings will be initiated for the recovery of the materials.
- 3.5.7. For WU employees, overdue procedures are handled through the channels of WU's disciplinary hierarchy.
- 3.5.8. For as long as a user has not complied with demands for the return of materials or has not paid the fees and/or fines owed, they cannot borrow or renew further materials.
- 3.5.9. A fine must be paid for materials returned after the due date. The amount of these fines is specified in section 4 below.
- 3.5.10. Repeated failure to return media after receipt of the third reminder notice may result in the temporary or permanent (in the event of repeat offenses) revocation of the user's borrowing privileges.
- 3.5.11. Special rules apply in the event that WU employees encounter problems with the lending system outside of library service hours, which may make it impossible to properly check out specific library items as specified in item 3.5.1. Library users who experience such problems are obligated to notify the WU University Library of any items they take with them that have not been successfully checked out, either by phone, email ([entlehnung@wu.ac.at](mailto:entlehnung@wu.ac.at)), or by leaving a written message at the front office counter. If

the University Library does not receive a notification within 2 days, it will suspect illegal appropriation of the item in question and have the Safety and Security Management team analyze the relevant surveillance video recordings and/or library access control records to investigate the case.

### **3.6. Borrowing restrictions**

The following types of library media are not available for borrowing or may only be borrowed subject to certain restrictions:

- Library media that are difficult to replace, worthy of particular protection, or particularly valuable.
- Media reserved for reading room use only (reference collection) because they are needed in the library at all times.
- Printed journals
- Works from the WU textbook collection, which can only be borrowed by WU students.
- Other media requiring special care and handling (e.g. loose-leaf editions, periodicals, special formats).
- Embargoed academic theses until expiration of the embargo.

### **3.7. Violations of the Library Regulations**

- 3.7.1. The library director may restrict or temporarily or permanently revoke the library privileges of persons who, in spite of warnings, repeatedly violate the WU Library Regulations or whose continued use of the library appears intolerable after one sufficiently serious violation. These steps can be taken irrespective of any further consequences under civil or criminal law.
- 3.7.2. Appeals against the restriction, refusal, or revocation of library privileges are decided by the member of the Rector's Council responsible for the WU University Library after a hearing with the library director.
- 3.7.3. If library privileges are revoked or restricted, the library user is not entitled to a refund of any fees already paid.

## **4. Schedule of Fees and Charges**

- 4.1. Library cards can be issued free of charge to all WU students, faculty, and staff, and to students of upper secondary and vocational secondary schools. An annual fee of € 15 applies for students, faculty, and staff of other Austrian public or private universities and universities of applied sciences. All other library users can obtain a library card for an annual fee of € 25. Alternatively, a temporary card (valid for six months) can be issued for € 15. Without exception, all fees are payable in cash at the time the library card is issued or renewed.

- 4.2. Replacement/duplicate library cards are subject to a fee of € 10. One-day replacement library cards are available for a fee of € 3 to holders of a valid library access card who wish to use the library but do not have their library card with them.
- 4.3. Persons who fall under item 3.4.7 are required to pay a security deposit of € 220 before a library card can be issued. This deposit will be refunded pursuant to the conditions specified in item 3.4.7.
- 4.4. Pursuant to item 3.5.9, fees will be charged for borrowed media returned after the due date. These fines amount to € 0.50 per overdue item and day. Costs incurred during collection will be charged to the card holder.
- 4.5. Fees and expenses resulting from inter-library loans pursuant to item 3.3.7 must be borne by the borrower. Standard costs per medium:
- From Austria: € 2
  - From outside Austria: € 10
- Any additional expenses charged by the lending library (e.g. copyright fees) will be charged to the borrower.
- 4.6. Expenses for procuring specific library media (e.g. through the document delivery service) will be charged to the borrower in full.
- 4.7. If the WU University Library provides any special, additional services for specific projects, it may pass on the expenses incurred.
- Replacement costs of lost or damaged books are as follows:
- a) The card holder has to purchase a replacement copy of the book and hand it in to the WU University Library. No further charges will apply. Alternatively, the library purchases a replacement copy of the book and charges the acquisition costs to the card holder.
- b) If the book is no longer available, a replacement fee of € 30 applies.
- 4.8. Replacement costs for a lost carrel access card and/or carrel locker key are € 40 per lost item.
- 4.9. All fees must be settled by cashless payment at the payment machine in the LC building.

## **5. The Rothschild/Steindl Collections**

### **5.1. General information**

These special collections were created to store materials from the estates of Kurt W. Rothschild and Josef Steindl that were entrusted to the WU University Library and make them available to the interested public. Each of the two special collections consists of two parts: first, the libraries from the estates of the two economists that are kept in a special room in the Central Library (see item 5.2), and second, archived materials from the estates (manuscripts, correspondence, biographical documents, etc.) that are made available in digital form (see item 5.3).



- 5.1.1. As a rule, the special collections can be used during the library front desk opening hours. Information about the current opening hours is available on the WU University Library web pages.

## **5.2. Terms of use for the Rothschild/Steindl collections**

- 5.2.1. The Rothschild/Steindl collections can be used by all registered WU University Library users.

Library users who would like to use the Rothschild/Steindl collections have to request access to the collections in advance. WU employees can use the ROOMS room booking tool to request access to the collections (room no. LC.6.203). WU students and registered WU University Library users who do not have access to ROOMS have to send an email to [bibliothek@wu.ac.at](mailto:bibliothek@wu.ac.at). If the request for access to the special collections at the indicated date and time is approved, applicants receive a booking confirmation from the WU University Library.

- 5.2.2. The library user has to present the booking confirmation at the library front desk and acknowledge these terms of use in writing. After that, they receive the key card for the room and the keys for the display cabinets. From this time on, the user is held responsible for keeping the special collections secure and in orderly condition.

In the event of loss of the key card, the regulations of item 4 apply.

The materials of the special collections must be treated with utmost care. To maintain the shelving order, users must not return the items to the shelves by themselves. Instead, used materials have to be placed on the designated returns shelf.

When they have finished using the special collections and whenever they leave the room (even for short periods of time), users must lock the room. After finishing their work, users must return the key card and the display cabinet keys to the library front desk.

As a general rule, works from the special collections may only be used in room LC.6.203. For copying purposes, however, particularly for scanning works on the library premises, items may also be taken out of this room for short periods of time. Members of WU's academic staff may borrow up to three items for up to two weeks.

## **5.3. Terms of use for archived materials**

- 5.3.1. The archived materials from the Rothschild/Steindl estates have been digitized. For legal reasons, however, only some of these materials are available free of charge and without prior registration. To gain access to the restricted archived materials, library users first have to obtain a special authorization from the WU University Library. To apply for such an authorization, users must send an email to [bibliothek@wu.ac.at](mailto:bibliothek@wu.ac.at), informing the WU University Library in advance of the purpose for which they would like to use the materials, the starting date of their work, and the expected duration of their work. If the request is approved, the WU University Library will send the applicant an authorization that indicates the confirmed starting date. Before users can access the restricted materials, they must present the authorization and an official photo ID at the library front desk, and they also have to acknowledge the terms of use pursuant to item 5 in writing.
- 5.3.2. As a rule, the materials can only be accessed digitally. For reasons of preservation, it is not possible for library users to access the hard copy originals.

- 5.3.3. The restricted materials can be accessed at specially designated single-user computers in the WU University Library. For legal reasons, users are not allowed to make any digital copies of these materials (e.g. by taking photos of the computer screen with cameras or smartphones, etc.). In exceptional cases, the University Library can provide selected documents in digital format upon request and for research purposes only, if no legal reasons exist that prohibit this and if the user signs a written declaration confirming that they will not disclose or share the materials with any third parties.
- 5.3.4. The authorization to access the non-public archived materials from the Rothschild/Steindl estates does not include an authorization to publish any of these materials. Any publication (in full or in part) requires prior approval by the WU University Library. If the WU University Library gives its permission to publish certain materials, no rights of use for the materials in question are granted. Any existing rights to the materials from the Rothschild/Steindl estates remain unaffected by permissions to publish certain materials. If a permission is granted to publish certain materials, WU bears no responsibility whatsoever for the legality of the publication. It is the sole responsibility of the library user to ensure that any third-party rights relevant to the publication in question are respected, in particular any copyrights and personality rights that may apply. In the event of publication of archived materials, it is also the sole responsibility of the user to ensure that any personality rights (including personality rights that protect a person's image and personal letters) are respected, that all personal data protection regulations covering all data subjects concerned (in particular, authors, close relatives, and people who are mentioned in or can be identified from the archived materials) are adhered to, and that all other legitimate interests of any other third parties are respected. The liability of library users is personal and unlimited, pursuant to the applicable legal regulations.
- 5.3.5. For any use of archived materials, the source reference "WU University Library" must be included at least once in full (unabbreviated). In academic publications, this source reference must be given together with the shelf mark of the work in question. For any works that use archived materials, any revised subsequent editions of such works, and any other subsequent uses of archived materials, users are required to submit a reference copy to the WU University Library free of charge and on their own initiative. This also applies to unpublished academic works. For electronic publications, a reference copy on a suitable medium must be submitted to the archives.
- 5.3.6. By authorizing users to copy, photocopy, photograph, or publish certain materials, WU does not forfeit its own rights to use these materials for any purpose or authorize third parties to use them.

## **6. Other Applicable Documents**

- WU House Regulations
- WU Cloakroom and Locker Terms of Use (*Garderoben- und Spindordnung*)
- Terms and conditions for booking and using project rooms and carrels

## **7. Non-Compliance**

In the event of non-compliance with the WU Library Regulations, the right to use the library can be restricted for offending users, and their library privileges and access to the library may be revoked based on item 3.7. Users who fail to return borrowed items by the applicable due date will be required to pay overdue fines as specified in item 4.

## **8. Quality Assurance**

The WU Library Regulations are subject to continuous evaluation and amendments.

Oppitz, Tatjana Vice-Rector for Infrastructure and Digitalization

## 9. Document details

All fields marked with an asterisk (\*) are required.

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