

the library | terms of use

1 | Purpose of the library

The library of Zeppelin University serves as a scientific facility for research, teaching and studies, and, to the extent that they are compatible, other scientific studies, further education and factual information. It is primarily a lending library.

2 | General Provisions

The current valid version of the library terms of use will be applied.

3 | General responsibilities and liabilities of the user

- a. Every user must comply with the rules listed in the terms of use, all other user regulations, and the requests of all authorized library personnel. They will be held liable for damages and disadvantages incurred by the library as a result of their non-observance of these responsibilities.
- b. The user must check the condition of the media released to them and point out any existing damage at once.
- c. The transferring of loaned media to third parties is not permitted.
- d. Out of consideration to other users, silence must be observed in the library.
- e. Smoking, eating and drinking (except water) is not permitted in the library rooms.
- f. All escape routes in the glass facade are only for use in case of emergency.
- g. Mobile phones must be turned off when using the library facility.
- h. The user is required to observe the licensing regulations when borrowing computer programs.
- i. When using any of the databanks and e-media (e-journals, e-books, etc.) subject to license conditions, the respective licensing and copyright terms are to be observed. Password and user IDs that have been assigned by the library may not be transferred to third parties under any circumstances.

4 | Authorization and usage

The following persons are authorized to use the library of Zeppelin University:

- | students enrolled at Zeppelin University
- | employees of Zeppelin University
- | full-time professors of Zeppelin University

- | part-time professors of Zeppelin University
- | external interested parties from the Lake Constance area who have applied either in writing or in person for authorization through the library team

All students and employees of Zeppelin University may also use their student and/or employee IDs as a valid borrower's pass. They are authorized to use all services that are offered in the library facility. The usage and lending service of the library is free of charge, with the exception of certain services such as inter-library lending.

The library may be used by interested parties residing in Friedrichshafen. A valid ID card and student certification (if applicable) must be presented for registration. Authorization may be time-restricted and limited to certain forms of use. Inter-library lending orders are available to external users only in exceptional cases and only in consultation with the library management. External users will be charged an annual fee or three-time lending fee, as agreed (see no. 11).

Students at other universities and trainees are authorized to use the library after presenting their student IDs or apprenticeship certifications.

5 | Opening hours

The opening hours, as amended from time to time, are displayed on a notice board and can be found on the

library website. During service hours, the information desk is manned by a member of the library team. All customary library services are provided. External users may visit the library only during the service hours.

6 | 24 hour library

- a. Only students may access the library outside of service hours. Access is granted by means of a chip card (student or employee ID).
- b. Impermissible removal of media from the library is prevented by video camera surveillance at the main entrance and a RFID media security system.
- c. Should a user activate an alarm outside of service hours, they are required to comply with the current valid procedure, which is posted on the notice board.
- d. Should the user not observe this procedure, they are required to pay a fee of 50€ to the library.

7 | Lending

- a. All items available in the library, which are not subject to the limitations listed in no. 8, may be borrowed for use outside the library facility.
- b. The user must present the items that they would like to borrow at the lending counter during service hours.
- c. Reserved media, or media for which a personal recommendation has been made, must be picked up no later than 7 days after being requested. Thereafter, the library has the right to release the media for lending.
- d. The items provided by the library and the items mediated by an inter-library lending service (see no. 10) must be handled with care. The user is liable for all damages incurred to loaned media and for the return of these works, regardless of actual fault.

8 | Lending limitations

- a. The number of items that can be borrowed at one time is limited. For research purposes, employees may borrow up to 80 items, students up to 30 items, and external users up to 10 items.
- b. The following items may not be borrowed:
 - | all items marked as reference copies (red dot)
 - | periodicals and periodical volumes
 - | all bachelor and master theses prepared by ZU students.
 - | items belonging to the reserved reading shelf, unless the professor releases the media
- c. The library has the right to exclude additional items from being borrowed or to limit their lending, if it seems necessary in the best interests of the user.
- d. All exceptions to the general lending terms must be approved by the library management.

9 | Lending period and extension

- a. The regular lending period for media is 21 calendar days for all library users. Within this time period, the media must either be returned or the lending period extended. In certain cases or for specific stock categories, the library may determine a shortened or extended lending period, as agreed upon, or demand the return of media prior to the expiration of the lending period. If a medium is reserved by another user, it may not be extended and must be returned by the defined due date.
- b. Zeppelin University employees are set up with an automatic seven-time extension. Thereafter, they are personally responsible for further extensions. Research literature may be lent out quarterly, if such an arrangement is made with the library.
- c. Every user must ensure that even if they are not personally able, all library media on loan is returned in a timely manner.

10 | External lending service (inter-library lending)

- a. Items that are not available in the library can be ordered from other libraries by users themselves, as a part of the German inter-library lending system (in exceptional cases also internationally).
- b. The use of these inter-library items is subject to individual lending deadlines and the special restrictions of the respective library, as well as the provisions of their user terms.
- c. The inter-library media may only be picked up or returned by the applicant personally, or by a person explicitly arranged by the applicant.
- d. There will be a charge for every order of this type.
- e. Extensions are only possible in exceptional cases and by agreement with the library management, because such cases require the submission of a special request to the respective lending library.
- f. Books that have not been picked up will be returned to the external library no later than by the expiration of the lending period.

- g. Fees for inter-library orders are based on the current version of the scale of library fees. The user will be responsible for all international inter-library lending fees.

11 | Fees

Use of the library is free of charge for all members of Zeppelin University and students at other universities and trainees.

The following fee model applies to external users and can be selected at the time of registration.

| Annual fee 12.00€

| Three-time lending 6.00€

In the case of alarm activation outside service hours, should students or employees of Zeppelin University neglect to comply with the valid procedure, they are required to pay a fee of 50.00€ to the library.

For media that was returned late and/or not extended, warning fees will accumulate automatically, based on the scale of library fees of the Ministry of Science, Research and Art of Baden Württemberg.

Messages regarding the status of lending deadlines are normally sent to the user by Email.

Three days prior to deadline expiration of charge)	1 st reminder (free
One day after expiration of deadline €)	1 st warning (0.00
Seven days after deadline expiration €)	2 nd warning (1.50
14 days after deadline expiration (an additional 3.00€)	3 rd warning
21 days after deadline expiration block (an additional 3.00€)	Account

The library may maintain the user account block until the lender has complied with the demand for return and/or payment of warning fees. In this case, no lending, inter-library lending, extensions etc. are possible, and the user must contact the library.

Warning fees also accumulate during the lecture-free periods and must also be paid if the warning message does not reach the user. For this reason, the library must be informed of any changes in Email addresses in a timely manner.

For inter-library lending, a fee of 1.50€ per item (book, thesis, CD-ROM) will be charged, regardless of the success of the order or the length of the delivery period. Orders of periodical articles of more than 20 pages are an exception to this rule. The respective libraries may require a fee, which is determined in the current valid scale of fees for German inter-library lending. Loss of inter-library

media is charged with an additional fee of 15.00€ for the cost of replacement.

12 | Liability and damage claims

The user must pay the full cost of replacement of lost or damaged library property. The specific amount for the replacement of ZU library property is determined by the library management based on dutiful discretion.

Zeppelin University, May, 2008

Stephan A. Jansen | President

Heike Lander | Head Librarian