

Regulations for the use of the joint library of the Faculty of Faculty of Economics, the Faculty of Social Sciences and the Faculty of Law of the Ruhr-University Bochum

§ 1 Mission

- (1) The faculty libraries of the Faculty of Business Administration and Economics, the Faculty of Social Sciences and the Faculty of Law of the Ruhr-Universität Bochum (RUB) are grouped together in a joint library (GD Library). The GD library is a decentralised library is part of the RUB University Library.
- (2) The GD Library is a reference library. Borrowing works from the collection is only possible in exceptional cases. Further details are regulated by the lending regulations of the faculty libraries for their respective holdings.
- (3) The faculty libraries combined in the GD Library fulfil their tasks by making the available books and media available as reference collection, borrowing items on the basis of their on the basis of their lending regulations, assisting users in the use of the services of the faculty libraries offering introductory courses and database training courses and database training courses and provide workstations for research.

§ 2 Management

- (1) The management of the respective faculty library is the responsibility of the respective library director. They are elected by the respective Faculty Council for a period of four years. Re-election is permitted. The library director must be be a professor at the respective faculty.
- (2) Issues that affect all faculty libraries together are discussed by the three library directors. In doing agreement is to be reached wherever possible. Each library director shall be authorised to submit a question to the other library directors for a joint decision.

§ 3 Opening hours

The GD Library is generally open from Monday to Saturday inclusive from 8:00 to 22:00 hours. Changes to the opening hours will be announced on the notice board. For The GD Library may be temporarily closed in whole or in part for compelling reasons.

§ 4 Authorised users

- (1) All members and relatives of RUB are authorised to use the holdings and technical equipment of the GD Library. Within the scope of the available capacities, they may use the Silentium and the study group rooms. The lending regulations of the faculty regulate to what extent they are authorised to borrow books from the holdings of the respective faculty library.

- (2) Persons who do not fall under para. 1 may use the holdings and technical equipment of the GD-Bibliothek library. They must register on a guest list for the duration of their stay.
- (3) Between the user and the GD Library there is a public-law user relationship, the content of which is governed by these user regulations.
- (4) The staff is authorised to check the user's authorisation to use the library. For this purpose, the presentation of a student or staff ID card may be requested for this purpose.

§ 5 Assignment of workplaces

- (1) Students who are enrolled in a degree programme offered by the Faculty of Law, the Faculty of Economics and Business Administration or the Faculty of Social Sciences shall be entitled to a the Faculty of Law, a Bachelor's thesis or a Master's thesis, within the scope of the available thesis, a separate workstation will be allocated for temporary sole use within the scope of the available for temporary sole use upon request.
- (2) There is no entitlement to the allocation of a specific workstation. The allocated workstation is not transferable. The workstation must be vacated once the work has been completed or workstation must be vacated.
- (3) The lending regulations of the faculties determine whether and to what extent works from the of the respective faculty library for the duration of the assignment of the workstation may remain there.

§ 6 Copyright

The user is responsible for observing copyrights.

§ 7 Lockers and carrying baskets

- (1) Within the scope of the available capacity, users are provided with lockers and carrying baskets are available to users for temporary use free of charge. For the duration of use a deposit may be required for the duration of use.
- (2) The locker key or carrier basket must be returned at least 15 minutes before the end of opening hours.

§ 8 Liability of the faculties

- (1) The faculties are not liable for damages and expenses caused by incorrect, incomplete, omitted or delayed utilisation and information services.
- (2) The faculties are not liable for the loss of or damage to items that a user has brought into into the rooms of the GD Library.

§ 9 Liability of the user

- (1) The user is liable for damage to and loss of all items and equipment used by him or her, in particular used, in particular for the borrowed items, unless he or she can prove that he or she proves that he or she is not at fault.
- (2) For lost or damaged works, the user must provide an equivalent replacement copy. If he or she does not succeed in doing so, the faculty to whose to which the work belongs is entitled to either set a replacement sum for the replacement of the work or to make a photographic reproduction at the expense of the user or to produce or have a photographic reproduction made at the user's expense. In any case, the user is also obliged to pay the user is also obliged to pay the fees in accordance with the scale of fees of the library facilities as well as any binding costs incurred.

§ 10 House rules

The library directors shall jointly issue house rules, which also define the specific obligations of users. These house rules may also stipulate that overclothing, umbrellas, bags, luggage and similar items may not be brought onto the premises of the GD Library.

§ 11 Exclusion from use

Anyone who violates these user regulations, the house rules according to § 10 or the lending regulations of a faculty library may be temporarily or permanently excluded from use by joint decision of the library directors may temporarily or permanently exclude them from using the library. All obligations arising from these regulations remain in force even after exclusion.

§ 12 Entry into force

These user regulations enter into force on 15 January 2019.

House rules of the GD library

- § 1 The user must treat the items he or she uses with care and protect them from any damage. carefully and protect them from any damage. The following in particular are prohibited entries of any kind, including underlining, corrections of supposed errors, bending of sheets, drawing through, breaking of plates and maps. Damage to and the loss of a work must be reported to the staff.
- § 2 In the general interest of all users, the greatest possible silence must be maintained in all rooms of the GD Library used for all users, the greatest possible silence must be maintained. Loud talking and other disturbing noises and noises and behaviour are to be avoided. Telephoning is prohibited.
- § 3 Smoking, eating and drinking are not permitted. It is only permitted to bring and drink of water from a transparent, non-coloured plastic bottle. Other drinks and food may not be brought onto the premises of the GD Library.

- § 4 The instructions of the supervisory staff and corresponding signs must be followed.
- § 5 Touching, in particular cleaning, computer screens is prohibited. Contamination must be reported to the staff. The technical configuration may not be changed, technical configuration may not be changed; in particular, the installation of programmes of any kind and any changing the power and/or network connections.
- § 6 The user is responsible for backing up his/her own documents at the workstations with storage facilities.
- § 7 The works removed for use must be returned to their original location after use. Unless otherwise stipulated in the lending regulations of the faculties, a maximum of six works may be at the workstation at any one time.
- § 8 Unbound journals may only be removed from the reading area in front of the reading area in front of the periodicals shelves.
- § 9 The user's own books must be returned to the supervisor without being asked when leaving the premises of the GD library without being asked to do so.
- § 10 The closing of the GD library will be announced a quarter of an hour in advance. The users must ensure that they have left the GD Library premises in good time at the time of closing in good time for the closing time.

Bochum, 15 January 2019