

University library registration for HSWT members and TUM students

to present when you register in person for your HSWT library

Applicant	
Surname	First name
First address (term time address)	
Street and house number	Phone or mobile number
Postcode City	Date of birth
Second address (home address)	
Street and house number	Phone number
Postcode City	Home country
University email address	HSWT/TUM+degree programme/department
Personal email address	Matriculation number or staff card number
Library card number	

Your library card remains the property of Weihenstephan-Triesdorf University of Applied Sciences (HSWT); it's non-transferable. Loaning out items is only possible upon presentation of this card. Please inform the library immediately if you lose your library card or your address has changed. The user is liable for misuse of their library card.

I hereby agree that my personal data will be stored exclusively for internal library use. By signing this registration card, I accept the rules governing the HSWT library and the safety information (as shown on page 2).

Date

Signature

Please note the information on page 2!!!

Legal library information

[The collection and guidelines for library use](#)

[General Regulations on the Use of Bavarian Public Libraries \(Allgemeine Benutzungsordnung der Bayerischen Staatlichen Bibliotheken, ABOB\)](#)

[House rules for the library at Weihenstephan-Triesdorf University of Applied Science](#)

Copyright

Only single copies are permitted and these must be for private, academic and other personal use. Distributing copies of materials or using them for commercial purposes is not permitted. You'll find more detail on this in [Section 53 Copyright Law](#).

Privacy policy

Your data will be stored until the affair of library use will end.

For use of interlibrary loan the necessary personal data will be transmitted to Verbundzentrale des Bibliotheksverbundes Bayern (BVB), to a department of Bayerische Staatsbibliothek (BSB), as well as any library the order was send to.

The Leibniz data processing center (LRZ) process our data as technical service provider of Weihenstephan-Triesdorf University of Applied Sciences (HSWT) within the framework of order treatment.

For the purpose of handling of payments within admonition necessary data will be transmitted to Staatsoberkasse Bayern in the city of Landshut. In Case of outstanding debits of fees data will be transferred to section household matters and controlling in HSWT for assertion as well as law enforcement authorities if necessary.

To concern the members of University: Within the framework of cooperation with other libraries of the Bibliotheksverbund Bayern (BVB) you can use your library card there also. Therefore the necessary personal data will be transferred to their electrical systems if so.

Library safety information

Be careful when removing and replacing books; this also includes using the shelf supports correctly.

Step stools are available for use in the shelf rows to help you remove books from the upper rows. Please observe the safety information on the step stools.

Do not grip onto the shelves.

Please ensure that you wear appropriate footwear in the library.

Carefully put away rucksacks and other bags in the entrance area (bags are trip hazards). Do not place baskets in the library walkways.

Please close locker doors again after use.

In wet weather please wipe your shoes on the grate in front of the entry doors to reduce the slip hazard from snow, leaves, etc. being brought into the library.

Please note that the halogen desk lamps provided get very hot – be aware of the risk of burns..

Date

Signature

Library card number