On the basis of Section 6 Paragraph 3 of the General Regulations on the Use of Bavarian Public Libraries (ABOB), the University Management issues the following House Rules for the use of the library network at Weihenstephan-Triesdorf University of Applied Sciences:

1. Access to the library

Access to the library is only permissible during the regular opening hours.

2. Behaviour in the library

Library users are expected to behave in a manner so that
- the legitimate requirements of other users are respected (particularly with regard to non-disruptive behaviour at workstations)
- other users are not obstructed or endangered
- general operations in the library are not disturbed
- no books or other media, as well as the library facilities themselves, are damaged or dirtied.

3. Pets

Pets are not permitted in the library (with the exception of guide and assistance dogs).

4. Cloakroom and lockers

All jackets, coats, bags, folders, etc. are to be placed in the cloakroom or lockers provided prior to entering the library. Baskets are provided for taking working materials into the library facilities (with the exception of the Language Centre Library). EUR 1 coins for operating the lockers can be borrowed via the library system from the Central Library issue desk. In the case of the Triesdorf Library, a EUR 2 coin is required. This can also be borrowed from the issue desk. The Forestry Library also has lockers; however it is not possible to borrow coins to operate the lockers here.

The library cannot be held responsible for any items left in the cloakroom or brought onto library premises.

1 The following libraries make up the Weihenstephan-Triesdorf University of Applied Sciences Library network:
   • at the Weihenstephan campus:
     o the Central Library in the Courtyard Garden (Building A8)
     o the Forestry Library (Building F9)
     o the Language Centre Library (Building C4)
   • at the Triesdorf campus:
     o the Triesdorf Library (Building A).
Lockers may only be used during normal library opening hours. Once the library is closed, any lockers which have not been emptied are opened by library staff and the contents are treated as lost property.

5. Use of personal electronic devices

Laptops and other personal devices may only be used if they do not disturb other users or the operation of the library. The use of mobile telephones, etc. in the library is only permitted if they are in silent or vibration mode. The use of mobile phones for making voice calls is prohibited in the library. Special permission is required for any photography, filming or television recordings made within the library.

6. Eating, drinking and smoking

Smoking is prohibited in the library. Snacks and drinks may be brought into the library if they are in resealable bottles or containers. Open drinks and hot or strong-smelling foods are not permitted. Any waste must be placed in the appropriate waste bins provided.

7. Advertising, hanging posters, etc.

Advertising and information materials may only be hung or left in the appropriate areas with the consent of the library management.

8. Using PC workstations

The PC workstations provided in the Library are available to members of Weihenstephan-Triesdorf University of Applied Sciences to perform tasks relating to research, teaching, management, training and continuing education, public work and the public image of universities and for any other tasks described in Article 2 of the Bavarian Universities Act. External users are welcome to make use of the University’s IT resources, such as electronic media and literature databases, as guests for academic purposes. Users must first book a session at the library issue desk by showing their personal ID.

The current version of the Guidelines for Use of Information Systems at Weihenstephan-Triesdorf University of Applied Sciences applies. In addition, misuse of the internet, such as to breach copyright laws (e.g. the illegal download of music or video files), to access pornographic websites or to access any websites which contravene the law, will immediately result in the user being banned from using all library services. The University also reserves the right to report any such activities to the authorities.

9. Lost property

As a rule, lost property should be handed in to the local library issue desk; if the desk is not currently staffed, the lost property should be handed in to the issue desk at the Weihenstephan Central Library.
Unclaimed lost property or property left in lockers is held temporarily by the Central Library and then, where applicable, sold by auction.

10. Checks

The library staff are authorised to carry out checks, particularly in the case of items being brought into the library. Users must show valid identification documentation upon request from the library staff. Attempting to remove items from the library without loaning them out first is strictly prohibited. Repeated offences will result in the user being barred from using the library. Instructions from the library staff are to be followed at all times.

11. Additional details regarding inter-library loans

Only students and members of HSWT are able to request inter-library loans via the Triesdorf Library. Other users from the region are only able to borrow items in person. In Weihenstephan, inter-library loans are available to all library users via the Central Library.

Anyone caught breaking these rules may be removed from the property and – either temporarily or permanently – be banned from using the library services.

25 March 2013

University Management