



Library regulations

Effective as of January 1, 2021

kubi – Kufstein Library for Science and Leisure

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§1 Organization and purpose of the library

The "kubi" – Kufstein Library for Science and Leisure (hereinafter referred to as "library") is a public institution created by the University of Applied Sciences Kufstein Tirol and the city of Kufstein. The library was formed in 2018 by merging the library of the University of Applied Sciences Kufstein Tirol and the Kufstein City Library.

It serves as a public scientific library for research, teaching, and study, as well as for general education, information, training, further education, and leisure activities. The library is an organizational unit of the University of Applied Sciences Kufstein Tirol Education Ltd. (hereinafter referred to as "UAS").

§2 Opening hours and rules of conduct

- ✓ Document "UAS House Rules" – Appendix B

The library is open to all persons during opening hours. These are available at any time at www.kubi.tirol.

- In the event of an extraordinary closure of the UAS building complex, the library will also be closed. The "kubi – Kufstein Library for Science and Leisure" reserves the right to change the opening hours at any time.

The noise level in the library premises must be kept to a minimum at all times. In any case, making phone calls and using audiovisual media in a manner that disturbs others is not permitted. Eating and drinking are not allowed in the library. Failure to comply with the UAS's house rules and other inappropriate behavior may result in exclusion from the library.

§3 Registration in the library

- ✓ Document: "kubi Registration" - Appendix C

To borrow items, you must register as a library user. You can do this in person during opening hours by asking a library staff member. There is a flat fee for one year from the date of issue, which includes all loans:

- €20 regular fee
- €10 reduced fee for
 - Persons with disabilities
 - Persons aged 60 and over
 - School pupils
 - Students (unless enrolled at the UAS)

Registration is free for UAS members, International School Kufstein Tirol (ISK) students, or those with a valid "KufsteinCard" (starting with the date of Issuance, valid for 365 days)

§4 Personal data

- ✓ Document: "kubi Privacy Policy" – Appendix D

The following personal data is stored electronically in accordance with the Data Protection Act / General Data Protection Regulation as amended when registering, exclusively for library purposes (e.g., borrowing, personal library account, access to online media and services):

- Name
- Date of birth
- Postal address
- Email address
- For UAS students, the student ID number and degree program

This data will be deleted upon request or if the library services are not used for an extended period of time. The data protection regulations must be accepted upon registration – see the document "kubi Data Protection Declaration."

The library never stores past loan transactions (e.g., whether or when a particular book was borrowed). Loans and

personal data are treated confidentially – no information is disclosed to third parties.

§5 Loans

Up to 15 media items (books, magazines, audiobooks, DVDs, and games) can be borrowed simultaneously, with the standard loan period being three weeks. Loans are registered in the library system.

Loan periods can be extended by telephone, email, or in your personal online library account. Extensions are possible up to three times for three weeks at a time, unless the title has been reserved by

- (1) Reference materials that are clearly marked as such are generally excluded from borrowing and may only be used within the library. This applies to reference works, bibliographies/literature documentation, loose-leaf collections, newspapers and scientific journals, master's theses, and books that are part of a semester collection.
- (2) The library may exclude individual media or certain holdings from lending if there are special objective reasons for doing so. This applies in particular to works whose publication, distribution, or reproduction is prohibited by law, official regulations, or court orders.
- (3) The library's holdings and all of its furnishings must be treated with care. Damage to or loss of books shall be compensated for by replacement or reimbursement of the value at the expense of the user. Repairs may only be carried out by library staff.

§6 Return

- (1) Loans must be returned without request by the end of the loan period at the latest. There is no entitlement to a reminder.
- (2) Outside of library opening hours, books may be returned by placing them in the book return cabinet located directly at the entrance to the UAS (building section A), provided that the UAS building is open. Books are returned at your own risk.
- (3) Loans can also be sent to the library by postal services, but at your own risk. You must ensure that the items are packaged in such a way as to prevent damage. If the loan period is exceeded, the date of arrival of the library item at the library is decisive.

§7 Reminder fees

The reminder service provided by the library is a voluntary service. The failure to receive return reminders does not release users from their obligation to return items on time.

The following reminder fees will be charged for late returns:

- In the first week: € 1 per medium
- For each additional week: € 5 per medium

If the user's library account has overdue media or outstanding fees, both borrowing and renewal of further media will be refused.

If media for which reminder notices have been issued and which are not returned, or in case outstanding fees are not paid, the UAS will take legal action. Associated costs incurred by the library during the course of the reminder issuance or legal proceedings will be charged to the user. Fees for media returned late must be paid in any case, even if reminders were not issued.

§8 Remote access to electronic media

The use of electronic media is based on purchase or license agreements concluded between the UAS and the respective providers. The UAS accepts no liability in the event of misuse (e.g., violation of copyright or terms and conditions) of these resources. Remote access, i.e., access to digital media outside the UAS premises, is only permitted to UAS members.

The Onleihe Tirol service is an exception. Remote access to digital media from Onleihe Tirol is available to all users.

§9 Regulations for the event of violations of the library regulations

Violations of the library regulations may result in a written or verbal warning and expulsion from the library premises. In such cases, the right to use the library may be revoked for a period determined by the library management (for students and UAS members: such violations may result in expulsion from the university or termination of employment). Furthermore, the UAS reserves the right to take further legal action. All obligations arising from the user agreement remain in force even after exclusion/termination.

§10 Additional provisions

The following provisions are an integral part of the library regulations and are attached as an appendix:

- House rules of the UAS (Appendix B)
- Evacuation regulations of the UAS (Appendix E)
- Behavior in case of fire and accidents (Appendix F)

§11 Liability

- (1) The UAS is not liable for theft, loss, or damage to personal items or valuables brought onto the premises. Furthermore, no liability is accepted for any damage to playback devices, personal computers, etc. that occurs during the use of library media, e.g., due to unsuitable CDs, DVDs, viruses, etc., or for any other reason.
- (2) The UAS is only liable for damage to property suffered by visitors or users of the library as a result of intent or gross negligence on the part of UAS employees or their agents.

§12 Right of inspection

- (1) Library staff and UAS security personnel are entitled to inspect the contents of folders, bags, and similar containers when the book security system is triggered. Refusal to comply with the library staff's request for inspection shall be considered a violation of these library regulations. In this case, the UAS reserves the right to take legal action.
- (2) In the event of violations of the library regulations, users must prove their identity to library staff or UAS security personnel upon request. If the identity cannot be established, users may be expelled from the library premises, and further measures may be taken.
- (3) UAS employees are obliged to return borrowed items before the end of their employment; students must return items before the end of their studies. Upon request, the library will confirm this in writing.

§13 Use of media in the open access area

✓ - Document "Classification system in accordance with RVK or ÖSÖB" – Appendix G

- (1) Physical media are freely accessible and systematically arranged in accordance with the Regensburg Classification System (RVK) in Building B and in accordance with the Austrian Classification System for Public Libraries (ÖSÖB) in Building A. Unless borrowed, they must be returned to the designated storage areas or book trolleys immediately after use. Users are not permitted to return books to the shelves themselves.
- (2) When leaving the library, all media must be presented at the information desk for borrowing or checking.

§14 Copying and copyright

- (1) A photocopier and a book scanner are available in the library. Copies are subject to a fee. The reproduction of individual media or certain collections may be prohibited if there are objective or legal reasons for doing so.
- (2) All users must respect copyright and other intellectual property rights. Moreover, users must reimburse the UAS for any costs incurred in connection with any legal or extrajudicial dispute, regardless of the title, arising from their unlawful use of licensed or purchased media. To the fullest extent permitted by law, the Participant agrees to release, indemnify, defend, and hold harmless the UAS, its officers, employees, agents, and affiliates from and against any and all claims, liabilities, damages, losses, costs, and expenses (including reasonable attorney's fees) arising out of or related to the user's actions, omissions, or participation in the program or activity, except to the extent caused by the gross negligence or willful misconduct of the UAS.

§15 Jurisdiction

The court with jurisdiction in Kufstein shall have jurisdiction over any legal disputes arising from the use of the library, the borrowing of items, and the use of services. Furthermore, Austrian law shall apply, excluding any referral and conflict of law provisions.

§16 Effectiveness

These library regulations shall enter into force on January 1, 2020. They may be amended at any time by the library management in consultation with the university management.

§17 Transitional provisions

With the entry into force of these library regulations, the previous library regulations of the UAS Kufstein library and the library regulations of the Kufstein municipal library shall cease to be valid.

Kufstein, December, 2020



Managing Director Prof. (FH) Dr. Thomas Madritsch



Head of the Library Katharina Juffinger BA

APPENDIX

A. Implementation provisions

- **Reminder fees**

1. Reminder	1€ / medium
2. Reminder	+ 5 € / medium
3. Reminder	+ 5 € / medium

Standard loan period	3 weeks
Loan period for UAS employees	6 weeks

- **Maximum number of items that can be borrowed**

Standard	15
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B. House rules of the University of Applied Sciences Kufstein Tirol

Information and guidelines for pleasant and considerate interaction on the campus of the University of Applied Sciences Kufstein Tirol.

The University of Applied Sciences Kufstein Tirol aims to create an attractive and modern working and learning environment for students, teachers, and staff. In order to make this environment pleasant for everyone, it is necessary to observe a few rules and guidelines.

- **Waste:** We ask you to treat the building's facilities with care. Please dispose of waste in the designated waste bins out of consideration for others and the environment. Please also keep the lecture halls and workrooms clean. Eating and drinking are not permitted in the computer lecture halls.
- **Smoking ban:** In the interests of promoting health in the workplace, smoking is prohibited in all buildings and on the campus of the University of Applied Sciences Kufstein Tirol. Smoking areas are clearly marked and equipped with a waste bin for cigarettes.
- **Video surveillance:** The entrances to the University of Applied Sciences Kufstein Tirol are monitored by video for security reasons.
- **Safety:** Dangerous items such as firearms, knives, explosive substances, and similar items are not permitted at the University of Applied Sciences Kufstein Tirol. This measure is for general safety. Animals are not allowed in the University of Applied Sciences Kufstein Tirol buildings. This also applies to scooters, skateboards, bicycles, and other sports equipment.
- **Audio and film recordings:** Permission from the Corporate Communications and Marketing Department is required for audio and film recordings on the university campus.
- **Fire alarm:** In the event of a fire alarm, leave the building immediately via the nearest escape route. The assembly point is located in the city park. In case of an emergency, first aid kits are available on each floor near the stairwells. A defibrillator is located on the ground floor at the Information Point.

If you have any questions, please contact the Facility Management department! facilityservices@hok.ac.at

C. kubi Registration

kubi Anmeldung (kubi registration)

Ich möchte mich hiermit in der Kufstein Bibliothek für Wissenschaft & Freizeit registrieren.
(I hereby wish to register at the Kufstein Library for Science and Leisure.)



Bitte in Blockbuchstaben ausfüllen. (Please fill out in block letters.)

Nachname (surname): _____ Vorname (given name): _____
Akad. Grad/Titel (acad. Degree/title): _____ Geburtsdatum (date of birth): _____
Straße, Hausnummer, Top (address): _____
Postleitzahl, Ort (postal code, city): _____
Telefonnummer (phone number): _____
E-Mail-Adresse (e-mail address): _____

☐ Ich besitze eine KufsteinCard* und diese ist gültig seit (TT.MM.JJ): _____
(I have a KufsteinCard* and it has been valid since (DD.MM.YY))

*Die KufsteinCard entspricht nicht der kostenfreien FestungsCard. (The KufsteinCard doesn't correspond to the free FestungsCard)

☐ Ich beantrage eine Ermäßigung. Diese ist möglich für Schüler:innen, Studierende, Senior:innen und Personen mit anerkanntem Grad der Behinderung (GdB). (I am applying for a discount. This is possible for pupils, students, senior citizens and people with disabilities.)

☐ Schüler:in ☐ Student:in
☐ Senior:in ☐ Person mit anerkanntem GdB

☐ Ich möchte die Onleihe Tirol nutzen. (I want to use the Service Onleihe Tirol.)

Zusätzliche Anmeldung für Kinder ab 6 Jahren: (Additional registration for children aged 6 and over)

Nachname (surname): _____
Vorname(n) (given name): _____/_____/_____
Geburtsdatum (date of birth): _____/_____/_____

Ich bin als Erziehungsberechtigte:r damit einverstanden, dass mein Kind die kubi benützt und Medien entlehnt und verpflichte mich, verlorene oder beschädigte Medien zu ersetzen und anfallende Mahngebühren für das Kind zu bezahlen. (As a parent or legal guardian, I agree that my child may use the kubi and borrow media and I undertake to replace lost or damaged media and to pay any reminder fees for the child.)

Kufstein, am _____ Unterschrift (signature): _____

Ich nehme die Bibliotheksordnung idgF zur Kenntnis. (I take note of the Library Regulation in its current form.)

Kufstein, am _____ Unterschrift (signature): _____

kubi Privacy Policy

The University of Applied Sciences Kufstein Tirol Education Ltd. would like to inform you of the following in accordance with the General Data Protection Regulation 2018 (hereinafter referred to as GDPR):

As the operator of kubi – Kufstein Library for Science and Leisure, the University of Applied Sciences Kufstein Tirol Education Ltd. is the controller within the meaning of the GDPR. We process your personal data within the scope of library administration exclusively in accordance with the applicable data protection regulations, in particular the European Union GDPR.

The following overview is intended to inform you about the most important aspects of the processing of your personal data in connection with the use of the library.

Data controller

Fachhochschule Kufstein Tirol Bildungs GmbH Andreas
Hofer-Straße 7
6330 Kufstein

Contact details (data protection officer)

datenschutz@fh-kufstein.ac.at

What data is processed?

Contact details (such as title, first name, last name, address, date of birth, telephone number, email address) and data required for identification and processing of the contractual relationship (e.g., account and payment details, contract and loan details, correspondence).

Source of the data

The data is usually provided by you.

Purpose of processing your data

The data is used to establish and process the contractual relationship within the scope of library administration (e.g., lending, use, billing, correspondence) and is also processed in particular for the automated creation and archiving of documents for these purposes (such as billing and invoicing of fees, reminders).

Legal basis for processing:

- Legal obligations
- To fulfill the contractual relationship.
- Where there are legitimate interests (e.g., for evidence purposes, to assert or defend legal claims).
- In individual cases, based on your express consent.

How long do we store your data?

The data will be stored for the duration of the contractual relationship and, after its termination, at least in accordance with statutory retention obligations and the duration of statutory limitation periods.

To whom will your data be transferred?

The data will only be stored and processed to the extent necessary for library use. The data will only be passed on to third parties to the extent necessary for the execution of the contract, if there is a legal basis for doing so, or if there is a legitimate interest in the involvement of third parties. There is no intention to transfer the data to a third country (outside the EU) or an international organization. Automated decision-making, including profiling (data analysis of behavior, habits, etc.), is not intended.

Library regulations

kubi - Kufstein Library for Science and Leisure | www.kubi.tirol | www.hok.ac.at/service/bibliothek

Rights of data subjects

In accordance with the statutory provisions, you have the right to information about the data concerning you, correction, deletion, restriction of processing, or objection to processing, data portability, and lodging a complaint with the Austrian Data Protection Authority. To exercise your rights, please contact the controller.

Declaration of consent

Mr./ Ms.

Last name, first name

Consents to the collection, storage, and electronic processing of personal data and special categories of personal (sensitive) data, insofar as this is necessary in connection with the administration of library operations and is recorded.

Place, date

Signature

D. Evacuation regulations of the UAS

ALARM

- You will hear a siren and/or an announcement.
- Leave your workplace IMMEDIATELY and avoid panic.
- Follow the instructions of the emergency services and proceed immediately to the assembly point in the city park.
- Remain at the assembly point until you are informed by the emergency services that the evacuation is no longer in effect.

RULES OF CONDUCT

- Switch off all work equipment (machines).
- Inform the people around you and ask them to leave the building.
- Take the attendance list with you to the assembly point and help check whether all employees and students have left the building.
- Close windows and doors.
- Do not use elevators.
- Use the nearest emergency exit.
- Do not leave injured persons alone, but rescue them or initiate appropriate measures. Take appropriate measures. Never put yourself in danger—your own safety comes first!
- Do not leave the assembly point in the city park without being instructed to do so.
- Take the alarm seriously and follow the instructions of the fire safety officers and emergency services.

E. Behavior in case of fire and accidents

VERHALTEN IM BRANDFALL	IN CASE OF FIRE
RUHE BEWAHREN! ALARMIEREN Wenn Sie selbst einen Brand entdecken, Tür zum Brandraum schließen, sofort melden über Telefon 122 UND Brandmelder betätigen. Im Brandfall werden Sie durch SIRENE alarmiert ! RETTEN Verlassen Sie das Gebäude und suchen Sie den Sammelplatz auf. Sollte der Fluchtweg durch Rauch versperrt sein, die Türe schließen und im Raum bleiben. Am Fenster bemerkbar machen, die Feuerwehr abwarten ! Aufzug im Brandfall nicht benutzen ! LÖSCHEN Informieren Sie sich bitte über die Lage der Löschgeräte und über deren Handhabung. Im gesamten Gebäude besteht Rauchverbot!	STAY CALM! ALARM If you discover a fire, close doors to isolate the flames and smoke. Report the fire immediately by fire alarm box and Telephone 122. In case of fire you will be warned by the FIRE ALARM! ESCAPE Leave the building calmly by following the emergency exit signs and make your way to the designated assembly point. If the escape route is obstructed by flames or smoke, close the door and stay in the room. Draw attention to yourself through the window and wait for the fire brigade! In case of fire, do not use the elevator! EXTINGUISH Acquaint yourself with the location of fire extinguishers and how to use it. Smoking is forbidden in the entire building !

VERHALTEN BEI UNFÄLLEN	IN CASE OF ACCIDENT
Ruhe bewahren 1. Unfall melden 144  WAS ist passiert WO ist die Unfallstelle WIEVIEL Verletzte gibt es WER ruft an 2. Erste Hilfe  Versorgen der Verletzten Regeln der 1. Hilfe beachten 3. Weitere Maßnahmen Rettungsdienst bzw. Feuerwehr einweisen Schaulustige fernhalten.	Stay calm 1. Report the accident 144  WHAT happened WHERE is the accident scene HOW MANY people are injured WHO is reporting the accident 2. First aid  Administer first aid to the injured person(s) Respect First Aid instructions 3. Further steps Guide the paramedics or fire brigade to the accident scene and provide them with information. Keep onlookers away.

F. Classification system in accordance with RVK or ÖSÖB

Listing system in accordance with RVK

A	General (<i>reference works, dictionaries, scientific work, media and communication, nature and environmental protection</i>)
B	Theology
CA-CK	Philosophy
CL-CZ	Psychology
D	Pedagogy
E-K	Languages and Literature
L	Ethnology, archaeology, art history, musicology
M	Political Science, Sociology
N	History
P	Law
Q	Economics
R	Geography
S	Mathematics, Computer Science
T-V	Natural sciences
W	Biology
X-Y	Medicine
ZC	Plants, Garden
ZE	Nutrition, home economics
ZG-ZQ	Technology
ZS	Handicraft
ZX-ZY	Sports

For further information: <https://rvk.uni-regensburg.de/regensburger-verbundklassifikation-online>

Classification system in accordance with ÖSÖB

D Fiction/novels

DR German novel (classics, sophisticated literature) DR.**D**

Crime

DR.**E** Thriller

DR.**G** Romance, social novel DR.**H** Historical

novel

DR.**L** Humorous novel, satire

DR.**J** Youth novel (DR.**J**+ **D** Crime, **F** Fantasy, **G** Society/Love, **S** Non-fiction, **V** Adventure, **X** Comic)

B Biographies (biographies, autobiographies, travelogues, personal accounts, letters)

F Foreign-language novels (English, Italian, French, Turkish, Slavic languages)

J Children

JD Picture books (JD+ **K** Toddlers, **T** Themes: Emotions, grief, death, ...)

JE Stories (+ **D**, **E**, **F**, ...)

T Audiovisual media

TD Audiobooks (+ **D**, **E**, **F**, **H**, **G**, etc.)

TT DVDs (+ **D**, **E**, **F**, **H**, **G**, etc.)