



Library Regulations
of the Palucca University of Dance Dresden
of January 25, 2012

On the basis of Section 92 (3) of the law regulating universities in the Free State of Saxony (Sächsisches Hochschulgesetz ((Saxon Universities Act)) - SächsHSG) of December 10, 2008, Official Gazette of the Free State of Saxony (SächsGVBl. p. 900 et seq.), last amended by Article 5 of the Law from October 04, 2011 (SächsGVBl. p.p. 380, 391) the Rectorate of the Palucca University for Dance Dresden, after consulting with the relevant parties and the Senate, is issuing the following Library Regulations:

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Section 1 Tasks

- (1) The library of Palucca University of Dance Dresden shall serve as a public academic library for study, teaching and research, professional work, education and continued education in the area of dance.
- (2) The library's tasks shall include:
 1. making the media specified in paragraph 3 available for use,
 2. in the event that media as specified in paragraph 3 is not available, they shall be made available through use of the inter-library loan system,
 3. enabling the reproduction of the library's own printed media and printed media from other libraries,
 4. providing advice and information based upon its catalogs and media,
 5. handling requests within the scope of their possibilities, in so far as they relate to the library's media and the user is not able to conduct the necessary research themselves,
 6. library consultation; and
 7. public relations work within the scope of its tasks.
- (3) Media, as defined in these regulations, shall be in particular, books, journals, music and audio-visual media.

Section 2 Opening Hours

The opening hours shall be posted.

Section 3 Eligibility for Use

The right of use shall be granted to all members of the Palucca University and other individuals and legal entities - hereinafter referred to as users - provided they use the library for the purposes defined in Section 1 (1).

Section 4 Application and User Registration

- (1) The use of the public areas shall be permitted without registration. Those who wish to order or borrow media from the non-public area, order media from external libraries, use computer workstations and make use of further services in the meaning of Section 1 (2) must apply for registration as a user.
- (2) The application for registration must be personally submitted to the library.
- (3) The applicant must provide surname, first name, date of birth and address and submit a valid identity card, passport or student identity card. If necessary, the library is entitled to request proof of residence. Legal entities and public agencies shall be permitted to use the library if the application is submitted by an author-

ized signatory, who can be identified by an identity card, passport or an identity card from their place of employment. The applicant shall inform the library of any changes in their details immediately.

- (4) Registration is completed with the issuance of a user's card. The staff of the Palucca University for Dance Dresden shall be automatically approved after registration. Registration to use the library can be granted on a limited basis and be subject to conditions and requirements, e.g. written approval of the legal representative.
- (5) The loss of a user's card shall be reported immediately. The user is liable to the library for all damages resulting from misuse of the user's card for which he is responsible.
- (6) All borrowed media and the user's card are to be returned at the end of the authorized period of use. Outstanding obligations shall be settled. Unfulfilled obligations remain in place.
- (7) The user shall be informed about the Terms of Use. By signing the application to register as user, the user acknowledges the Terms of Use.

Section 5 House Rules

- (1) The user shall conduct themselves in such a manner as to avoid interfering with library operations and other users' activities, and to prevent damage to catalogs, facilities and equipment. Eating, drinking and smoking is forbidden in the library. Bags and other large objects shall be deposited in the lockers. Audio players shall be used exclusively with earphones. When using media and online services, all statutory provisions shall be observed, in particular, laws pertaining to copyright, data protection and youth protection. Access to and use of unlawful or immoral contents is forbidden.
- (2) The user shall be obliged to follow instructions given by the library staff.
- (3) Special approval by the library is required for the use of technical equipment brought into the library.
- (4) The library staff are empowered to perform inspections, in particular regarding any object brought into the library.

Section 6 Due Diligence and Liability for Damages

- (1) The user shall handle all media with care and protect them from damage. Entries and markings of any manner shall also be considered to be damage. It is forbidden to remove pages and supplements from media.
- (2) Upon receiving the media, the user shall inspect their condition and report any existing damage immediately. If the event that the user fails to do so, it will be assumed that the media was checked out undamaged.

- (3) The user must replace lost or damaged media. In particular, the library can demand that the user restores the media to their prior condition, or procure a replacement copy or a replica at the user's own cost, or it may fix an appropriate amount of money payable as compensation.

Section 7 Reproductions

The user may make copies or let copies be made provided that the media are not damaged in the process. The user alone shall be responsible for adherence to copy-rights, intellectual property rights and any other rights.

Section 8 Use of Computer Workstations

- (1) The library shall provide the users with computer workstations for access to a range of electronic information (Internet, on-line services) Persons in the 7th school year and above shall be entitled to Internet access. The library shall be entitled to change the content and range of the information provided and/or to change the conditions of use or cancel the information provided at any time.
- (2) The computer workstations shall be used for academic work and for accessing general and specific information.
- (3) The user shall be obliged to use the Internet in a legally correct manner. In particular, the retrieval and/or storage of media content that contains criminally relevant content or content liable to corrupt the young are explicitly forbidden. Copyright laws shall be adhered to when copying or printing texts, photos etc. In order to comply with the laws and regulations for the protection of children and minors, a filter software is used.
- (4) The use of personal programs and CDs as well as storing information or documents on the hard drive of the library's computers is not permitted. The use of external storage media shall be permitted.
- (5) The library shall not be responsible for the content, availability and the quality of information offered by third parties, which are retrieved over the provided cable and access.

Section 9 Exclusion from the Use of the Library

- (1) The rights of use of anyone who breaches the Terms of Use or violates the library's ordinances repeatedly or severely can be suspended or terminated permanently or for a limited period of time. The same shall apply if the use of the library becomes unacceptable for other reasons.
- (2) The person concerned shall first be given a hearing.

- (3) The obligations regarding the use of the library remain valid until suspension or termination.
- (4) The user has the right to appeal against suspension or termination within one month's time of their notification.

Section 10 Domestic Authority

The staff shall have the authority to impose the library regulations.

Section 11 Borrowing Materials for Use Outside of the Library

- (1) Media which are not subject to the restrictions set under Section 12 can be borrowed by members of the Palucca University for use outside of the library rooms. The user's library card must be presented for each loan transaction.
- (2) The user must personally check-out the media.
- (3) The loan transaction shall be completed with the registration of the loaning and handing over of the media to the user.
- (4) The user is liable for the media from the time of receiving them to the time of their proper return.
- (5) The library may restrict the number of media that a user may borrow.

Section 12 Borrowing Restrictions

- (1) The following items may not be borrowed for use outside of the library:
 1. Media marked as non-circulative
 2. Newspapers and magazines
 3. Loose-leaf collections
- (2) Frequently requested media can be excluded from circulation temporarily.

Section 13 Loan Period

- (1) The loan period is 14 or 28 calendar days, depending on the type of media being borrowed. The library reserves the right to change these regulations.

- (2) The loan period must be extended before its expiration. A loan period can be extended twice on the condition that this can be revoked at any time. The extension period for all types of media shall be 14 calendar days respectively.
- (3) The library reserves the right to demand to see the media before a renewal is granted. After the expiration of the loan period, the media must be presented in order for them to be loaned out again.
- (4) An extension of the loan period is not possible, if media have been reserved. In the event that media have been reserved, the extension of the loan period may be revoked.
- (5) Permanent loans are not permitted. A limited number of quick reference collections can be made available at the University for the full-time academic and artistic staff. These are to be made available to other users upon request.
- (6) As a rule, shortened loan periods will not be extended.

Section 14 Reservations

Media that are already loaned out can be reserved. The library reserves the right to limit the number of reservations that can be made.

Section 15 Returning Media

- (1) The borrowed media shall be returned without request on or before the expiration of the loan period. In the event that the library recalls media, also before the expiration of the loan period, the user is obliged to return them immediately. In the event of the user's absence or other hindrances, the user shall ensure that the borrowed media are returned in time. The library may use any suitable method to indicate the date of return.
- (2) The user is liable for any borrowed media that they do not return personally.
- (3) In the event that borrowed media is not returned in time, the library shall give notice of the expired loan period and demand return of the media.
- (4) Should the measures described in paragraph (3) be unsuccessful, the library shall send another recall notice to the user, demanding return of the borrowed media within a period of no longer than seven days. This notice of recall will also contain the warning that if the items are not returned in time, the library will demand compensation as set out in Section 6 (3).
- (5) After expiration of the time limit as set out in paragraph 4, the library shall be entitled to consider the borrowed material as lost and demand compensation in accordance with Section 6 (3).
- (6) All requests regarding the return of media as described in paragraphs 3 and 4 shall be considered as having been received by the user when they have been delivered to the last address provided by the user.

- (7) For as long as the user does not comply with requests to return media, does not pay the compensation as determined, or pay the dues which have accrued, the library shall refuse the user the right to borrow any further media and deny the extension of due dates.

Section 16

Exhibitions, Film and Television Recordings

The borrowing of media for exhibitions or for use in film and television recordings shall be subject to a special agreement with provisions regarding the media's preservation and safety.

Section 17

Fees and Expenses

- (1) The use of the library is generally free of charge.
- (2) Fees, compensation and expenses are based upon the Fees and Compensation Regulations of the Palucca University of Dance Dresden as amended from time to time.

Section 18

Library Liability

- (1) The library shall not be liable for the loss or damage to any items, money and valuables which are brought into the library.
- (2) The library shall not be liable for any damage to the user's data and/or storage medium which may occur through the use of data processing equipment, storage media, databases or electronic networks.
- (3) The library shall not accept any liability for the contents and quality of the information made available, in particular of the on-line services. It shall not be liable for any consequences due to violations of statutory provisions.

Section 19

Lost and Found

- (1) Items found in the library are to be immediately turned over to the library staff.
- (2) The library shall be entitled to empty lockers that have not been vacated in due time. The objects taken from these lockers shall be treated as lost and found.

Section 20

Data Security

- (1) The basis for the processing of personal data are the laws regulating universities in the Free State of Saxony (SächsHSG) and the Data Protection Act of Saxony (Sächsisches Datenschutzgesetz) as amended from time to time. Within the scope of these statutory provisions, personal data shall be saved, stored, updated and used only to the extent that is necessary to complete library administrative tasks. The sharing of this information to public or private bodies shall occur in individual cases to the extent that this is permitted under the Data Protection Act of Saxony.
- (2) In the process of registering, the user agrees to the library's collection and storage of the following information:
 - Personal information (e.g. name, address, date of birth etc.
 - Information regarding the user's library activities (e.g. borrowed media, loan periods, fees etc.)

Section 21 Entry into Force and Expiration

The Library Regulations shall enter into force with their publication at the Palucca University of Dance Dresden.

At the same time, the Palucca University of Dance Dresden Library Regulations of February 06, 2001 and the Terms of Use of January 09, 2001 shall expire.

Dresden, January 25, 2012

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