



**Staats- und  
Universitätsbibliothek  
Bremen**

This is a non-binding translation of the use regulations of the Bremen State and University Library. The [German version](#) is legally binding.

**Use regulations of the Bremen State and University Library  
(Bremen State and University Library - SuUB Bremen)**

13<sup>th</sup> December 2017

According to § 96 c, Bremen Universities Act (BremHG) in conjunction with § 3 subsection 2 no. 4 of the statutes concerning attending to and organisation of the tasks of the SuUB Bremen of 19.12.2007,

the Joint Libraries Commission of Bremen University issues the following use regulations for the State and University Library.

**I. Recitals**

**§ 1**

**Tasks and services of the Bremen State and University Library**

(1) The Bremen State and University Library is an academic library open to the general public. It provides the universities with media and information for research, teaching and studies. At the same time, it attends to functions of a state library of the Free Hanseatic City of Bremen and in this context in particular takes the requirements of the scientific institutes in the State of Bremen into due account. The State and University Library attends to the right of a depository library.

(2) The library fulfils its tasks in particular by

- a) acquiring and indexing media,
- b) making its collections available for use on its premises,
- c) making part of its collections available for use outside the library,
- d) offering online access to digital resources within the framework of existing rights,
- e) producing, enabling or organising reproductions from its own holdings or those procured from other libraries,
- f) procuring and providing works via interlibrary loan
- g) providing information based on its collections, databases and information resources,
- h) providing professional advice and training in the use of the library, in the use of the library's range of services and its technical amenities,
- i) providing information literacy training,
- j) providing learning spaces and workplaces on its premises,

- k) doing public relations work, in particular via exhibitions, guided tours and talks,
- l) providing services in the area of scientific publishing for members of the university.

(3) The nature and scope of the services depend on the library's human and technical resources.

## **II. General use regulations**

### **§ 2**

#### **Legal character of the use relationship**

A public-law relationship, the content of which is regulated by these use regulations, exists between the user and the library. Private-law agreements can be made concerning special uses.

### **§ 3**

#### **Opening hours**

(1) The management stipulates the opening hours. They are made known by notices and on the library's website.

(2) For specific reasons, the library can be closed partly or totally at short notice. This is displayed by a notice and published in any other suitable way.

### **§ 4**

#### **Acknowledgement of the use regulations**

By entering the library and any use of its services, the use regulations are acknowledged. The use regulations are made accessible by provision on the library's premises and also by publication on the library's website.

### **§ 5**

#### **Admission for use**

(1) Anyone wishing to use the library needs admission. Admission for use requires a library card; it can be applied for online on the library's website.

(2) The library card is handed over to the user personally against presentation of a valid identity card or passport. If the address isn't shown on the identity document, a current certification from the population registration authority is necessary.

In addition these items have to be presented:

- a) by students: the valid students' ID card,
- b) matching proof by schoolchildren, apprentices, soldiers on national service and people doing alternative national service,
- c) an official certification by pensioners, recipients of social benefits and the unemployed,
- d) by guest researchers, a certification by Bremen University or the university in question,
- e) by minors who have not yet turned eighteen, written consent from their statutory representative. The latter simultaneously undertakes to fulfil claims to liability from the use relationship by an absolute surety.

(3) Legal entities, authorities, institutions, establishments, associations and private corporations can be admitted upon written application if they name an authorised representative.

(4) Admission of users who have no residential or business address in the Federal Republic of Germany can be made dependent on an absolute guarantor who is a user of the library or on payment of a deposit.

(5) The library card is only valid in conjunction with an official identity document provided with a photograph.

(6) All changes to personal data (in particular name, address, e-mail address) are to be notified to the library in writing without delay. Anyone failing to comply with the obligation shall bear the costs resulting therefrom.

(7) Admission for use is limited in time. It shall start with the issue or activation of the library card. The validity of the card can be extended by application. The library card is not transferable and is to be presented at each borrowing. It remains property of the library and is to be kept carefully (see loss of the library card, § 26 subsection 5).

(8) To fulfil its tasks, the library can regulate use differently for various groups, in particular the borrowing period and the number of media units which can be borrowed. Members and staff of the Bremen universities stated in § 1 subsection 2 BremHG have priority over other groups of users. Details are regulated by the library management by agreement with the library commission.

(9) Children under 14 may only enter if accompanied by an adult.

(10) The admission can be rejected or revoked for good and sufficient reason.

## **§ 6**

### **End of admission for use**

(1) Notwithstanding other provisions of these use regulations, admission shall end with the expiry of the period of validity of the library card.

(2) Each user is obliged to return all borrowed media and the library card as per the end of the use relationship. Outstanding liabilities towards the library are to be settled. To the extent that discharge by the library is necessary for de-registration from the university, this shall only be granted if the duties according to subsection 2 have been fulfilled.

## **§ 7**

### **Exclusion from use**

(1) Anyone repeatedly or severely breaching the use regulations or the instructions from the library can be partly or completely excluded from use for a limited or an unlimited period of time.

All obligations originating according to the use relationship shall remain in force following the exclusion.

(2) In the event of particularly severe breaches, the library shall be entitled to inform libraries about the exclusion and its substantiation.

### **III. Use and conduct in the library**

#### **§ 8**

##### **Conduct in the library**

(1) Each user shall be considerate of other users of the library and may not interfere with the operation of the library. They shall observe the instructions from the library and obey the orders from the library staff.

(2) Outer clothing, hats, umbrellas, baggage, bags and similar items shall be placed or locked in matching facilities for storage to the extent that such are available. They must be collected again on the same day, when the library closes at the latest.

(3) An absolute ban on smoking applies in the entire library (including toilets and roof patio).

(4) In all rooms intended for use, conduct disturbing the quiet is to be avoided (conversations, telephone calls etc.). Eating and drinking are not permitted in these rooms. Animals may not be brought in.

(5) Photography and filming in the library are only permitted with the management's approval.

(6) The library can limit the use of dictation machines, data processing devices or other devices to certain working areas or forbid it.

#### **§ 9**

##### **Controls, lost property, house rights**

(1) All objects taken in shall be shown without request when leaving the library. The library is further entitled to have the contents of briefcases, bags and similar containers which have been brought in shown and to check the lockers if there is a suspicion of misuse.

(2) The library is entitled to clear wardrobe and bag cabinets which have not been cleared out in good time.

(3) Objects found in the library or from wardrobe and bag cabinets which have not been cleared out in good time and also objects not collected at the wardrobe in good time shall be treated as lost property.

(4) Upon request, an official identity card and the library card are to be presented to the library staff.

(5) If there is a suspicion of misuse of the computer workplaces, the library staff is entitled to matching controls and measures according to these use regulations.

(6) The management and persons authorised by it exercise the house rights.

#### **§ 10**

##### **Use in the open access areas**

(1) All works positioned and displayed in the open access areas of the central library and in the branch libraries can be used on site without borrowing. After use, the works are to be taken back to a place designated for this purpose or returned to their location.

(2) The works are preferably to be used in the areas in which they have been positioned or displayed.

(3) If certain works are kept at the information desk or in closed rooms for safety reasons, they will be issued via the information desk against deposit of the valid library card.

(4) The works kept in the closed stacks section can be ordered for use.

(5) User workplaces may be not permanently occupied or pre-occupied. Anyone leaving a workplace for a longer period of time must clear it completely. Otherwise, occupied but unused places can be cleared by the library staff and re-allocated. In addition, certain directives apply to the use of computer workplaces (see § 25).

(6) In substantiated cases, the library provides individual workrooms as limited-term permanent workplaces by application within the framework of its possibilities.

## **§ 11**

### **Use of manuscripts and other special collections**

(1) Rare books and manuscripts may only be used with a statement of the purpose and only in the rooms provided by the library. The safety precautions for use necessary for maintenance of the collections shall be observed.

(2) The library can remove manuscripts, autographs and estates from use and reproduction for a suitable period of time for protection of personality rights.

(3) For publication of contents from unique materials and special collections, the library can, upon written inquiry, grant a simple publication approval. Even after granting of a publication approval, the library shall retain the right to publish the texts and pictures in question itself or to permit third parties to publish them.

(4) A copy of each publication from and about the library's manuscripts and rare books shall be delivered to the library unsolicited and free of charge immediately after publication. The library's reference number is to be quoted as the source. The same shall apply, if so requested by the library, to publications from or about rare prints. The library reserves the right to make special stipulations in individual cases. The provisions of copyright shall remain unaffected.

## **§ 12**

### **Use of course reserves**

(1) For current classes, works from the library's holdings can be combined into course reserves.

(2) A course reserve is provided for the duration of a semester, in substantiated exceptional cases for two semesters.

(3) The course reserves are placed in the open access areas of the central library and of the branch libraries.

(4) The course reserves are retained in the library. Borrowing is only possible overnight or over the weekend. In individual cases, students can be granted a longer borrowing period with the lecturer's consent.

## **§ 13**

### **Access to the closed stacks areas**

The closed stack areas cannot be accessed by the public.

## **§ 14**

### **Information and user consultancy**

(1) The library provides oral and written information based on the available information resources. If, in addition, fee-based information services are used on behalf of the user, the library must be reimbursed for the expenses incurred as a result..

(2) A guarantee for the correctness and completeness of the information provided cannot be assumed.

(3) Compilation of bibliographies and the assessment of the value of works are not part of the library's tasks.

## **§ 15**

### **Reproductions**

(1) Making reproductions from the library's media or having them made is permitted.

(2) Upon request, the library may produce digitalised copies and other reproductions from its own holdings or from books procured by other libraries provided that the materials will not be damaged. Users are solely responsible for compliance with copyrights and personality rights and other third parties' rights in the use of these reproductions.

(3) Reproductions from manuscripts, scores and other special collections as well as older, valuable or other works in need of gentle care may only be made by the library or with its consent. The library shall determine the nature of reproduction. It can reject or restrict a reproduction for reasons of conservation.

(4) The library remains owner of the reproduction. Unless stated otherwise, the titles included in the digital collections are licensed under the Creative Commons License Public Domain Mark.

(5) A reproduction for commercial purposes (e.g. document supply services, reprints, facsimile issues, postcards) or in large quantities shall require a separate written agreement also determining the consideration. The right of use cannot be assigned to third parties.

## **IV. Borrowing**

### **§ 16**

#### **General borrowing directives**

(1) The works available in the library can be borrowed for use outside the library. Exceptions are all volumes marked as non-circulation holdings.

- a) periodicals
- b) manuscripts, incunabula and autographs
- c) works of particular value
- d) works which are more than 100 years old
- e) loose-leaf issues
- f) volumes of plates, maps, atlases
- g) unbound works, individual issues of unbound periodicals, newspapers

(2) The library is entitled to exclude further works from borrowing or to limit their borrowing, in particular if this appears necessary due to their condition, if statutory directives demand this or if legitimate interests of third parties so demand. Works which are in high demand can temporarily be borrowed with a curtailed borrowing period or not at all.

(3) For non-circulation volumes, the library can stipulate special terms for a short term loan, e.g. overnight or for the weekend.

(4) The library is entitled to limit the number of individual orders and of works borrowed at the same time.

(5) For works not suited for unlimited use, borrowing can be made dependent on proof of a scientific or professional purpose.

(6) As a rule, the user shall take over the required works personally at the borrowing point. Works taken from the open access areas or delivered from the closed stacks shall be presented by the user at the circulation desk or checked out using the self-service devices.

(7) The check-out process is complete when the item is handed over to the user or after using the self-checking devices. The borrower is liable for the borrowed item from this point in time until it is returned.

(8) The library is entitled to hand over items to any person presenting a valid library card. It is further entitled, but not obliged, to verify the user's identity. If there is a suspicion of misuse, the library card may be withdrawn.

(9) Borrowed works may not be passed on to third parties.

(10) Notwithstanding further measures, taking items from the library which have not been checked out properly may lead to charges being brought with the police.

### **§ 17**

#### **Borrowing procedure**

(1) Check out is done at the library's circulation desk or at the self-check-out devices using the library card. Mechanical recording of the check-out procedure is deemed proof for the hand-over of the item.

(2) For certain procedures, self-service with user ID and password has been provided for in the online catalogue (OPAC).

Amongst others, this applies to

- a) extensions of the borrowing period
- b) reservations of a borrowed work
- c) overview of the borrowing, fees and cost account
- d) Borrowed works

The user is personally responsible for securing the password against unauthorised use.

## **§ 18**

### **Borrowing periods, extension of periods, recalls**

(1) As a rule, the borrowing period is four weeks. If necessary, the library can stipulate a different period.

(2) The borrowing period can be extended by the users by up to five times if the work has not been reserved and the borrower has complied with the obligations towards the library. The period is to be extended before the expiry of the borrowing period. If a work is still needed after five extensions, it must be presented at the circulation desk and checked out again.

(3) The user is obliged to verify the end of the borrowing period in his personal user account.

(4) One of the following conditions leads to a blockage of the library card, notwithstanding specific borrowing conditions, with the result that no actions are possible on the user's account, i.e. also no extension of borrowing:

- a) expiry of the entitlement to borrow
- b) exceeding the maximum amount owed on the receivables account
- c) The highest reminder level is reached for at least one borrowed item

The library reserves the right to block the library card for outstanding debts that are not paid over a longer period of time.

(5) The library can recall a work before the expiry of the borrowing period if the work is needed for official purposes. It can order a general return of all works for the purpose of an audit.

(6) In the borrowing of works needed in the long term for research purposes, the library can extend the borrowing period repeatedly – without a specific application – if no advance reservations contradict.

## **§ 19**

### **Return**

(1) The borrower shall return borrowed works without specific request no later than the expiry of the borrowing period during the regular opening hours at the library location at which the book was borrowed. They shall ensure that borrowed works are returned in good time, even if they are personally prevented from so doing.

(2) Proof of punctual return is rendered by return receipts, which the library issues upon request. Receipts produced with the help of electronic data processing are valid without a signature.

(3) In exceptional cases, borrowed works can be returned by post. The user bears the risk of dispatch. Reminder fees incurred by delays in transport shall be charged to the user.

## **§ 20**

### **Exceeding periods, reminders**

Anyone who exceeds the loan period without having applied for its renewal in good time will receive a written reminder or an e-mail with a deadline. If he fails to comply with this reminder in due time, a second reminder will be issued. If the return deadline set in it is not met, a third written reminder is issued, setting a time limit of 14 days against proof of delivery. The library also points out the legal consequences of non-compliance with the deadline (paragraph 5). If the e-mail address is provided, the library is entitled to process the necessary correspondence, including first and second reminders, by e-mail.

(2) Reminders are subject to a fee. The fee arises with the dispatch of the reminder.

(3) Reminders for return are deemed served three days after handing in at the post office. They are also deemed served if they have been sent to the last address notified by the borrower and have returned as undeliverable. E-mail reminders do not require a signature and are deemed served immediately.

(4) As long as the borrower does not obey the request for return or does not pay fees which he owes, the library can reject borrowing of further works and also the renewal of the borrowing period. The library can also cease lending or reject an extension of the borrowing period if other claims by the library have not been settled.

(5) If the borrowed work is not returned within the period set as part of a third reminder, the library can

- a) carry out replacement procurement at the borrower's expense
- b) demand reimbursement of the value or
- c) use other means of administrative coercion.

These measures result in fees and reimbursement of expenditure.

## **§ 21**

### **Reservations**

(1) Borrowed media can be reserved by other users.

(2) The library can limit the number of reservations per media unit and per user.

(3) For good and sufficient reason, the library can make reservations itself and cancel reservations already made. The users affected are informed.

## **V. Remote borrowing and supply of documents**

### **§ 22**

#### **Remote borrowing from outside**

(1) Works which are not available in the State and University Library or another publicly accessible library in Bremen can be ordered from an external library by arrangement with the library via German or international loan (inter-library loan order). The loan is made in accordance with the provisions of the lending regulations of the German libraries and the special conditions (e.g. deadlines, restrictions on use) of the lending library. Please refer to § 28 with regard to the fees for using the loan service.

(2) Works which cannot be found in German libraries can be ordered from libraries abroad as part of international interlibrary loans. The user shall bear the costs incurred.

### **§ 23**

#### **Interlibrary loan**

(1) The library makes its holdings available for external lending in accordance with the provisions of the lending regulations in force at the time.

(2) The library may make lending subject to certain conditions such as shortened loan periods, use of the reading room or a ban on copying.

### **§ 24**

#### **Document supply services**

The library participates in national and international document supply services, which guarantee a direct supply of documents at a charge, complying with particularly short delivery periods.

## **VI. Computer workplaces**

### **§ 25**

#### **Use of the computer workplaces and digital offers of information**

(1) The library provides computer workstations. These may not be used for purposes foreign to the library. Anything that hinders the work and mission of the library, violates legal regulations or morals is foreign to the library. Logging in at the computers is done with a user ID and password.

(2) The equipment provided at the computer workstations shall be treated as intended. The library staff must be informed immediately of any defects in the devices detected before and during use.

(3) Instructions on use of the equipment, databases and internet services shall be observed. Copyright and licence regulations as well as the use regulations for information processing systems of Bremen University and the universities in Bremen must be observed. It is prohibited to make changes to the system settings, network configurations and the software.

(4) The users can use their own storage media.

(5) The users are liable for damage caused by manipulations or other unpermitted use of the library's devices and media.

## **VII. Final provisions**

### **§ 26**

#### **User's duty to care and damages**

(1) All media and amenities of the library are to be treated carefully and may not be damaged. Damage to media also includes entries of any kind, such as markings and corrections of errors as well as buckling of sheets, plates or cards.

(2) When the user receives media, he must check their condition and completeness and inform the library staff immediately of any damage. Defects not recognised immediately shall be reported without delay.

(3) Anyone losing or damaging media or other items belonging to the library shall notify the library without delay and pay damages.

(4) The library shall determine the nature and amount of the damages at its own due discretion. It may in particular require the user to restore the previous condition or request a fully adequate replacement copy or another equivalent work or set a suitable replacement of the value in money; in addition, it may have the loss in value not compensated for by these measures repaid. The library can also arrange for repair, a replacement copy or a reproduction against reimbursement of the expenditure.

(5) The library card remains the library's property. Loss of the library card is to be reported to the library without delay, albeit no later than the start of opening hours on the following working day, so that the card can be blocked.

(6) The user is liable for damage incurred by the library as a result of misuse of the library card until the point in time of the receipt of the loss report.

### **§ 27**

#### **Library's liability**

(1) The liability of the library or its representatives within the framework of its services has been limited to malice aforethought and gross negligence.

(2) The library or its representatives are not liable for loss of or damage to objects brought into the library. The library or its representatives are only liable for objects lost from the storage facilities provided by it if culpability of the library can be proven; there is no liability for money, values and precious objects.

(3) The library has the right to remove objects from lockers and wardrobes if they are not cleared or collected in good time. Liability and, if applicable, damages have been ruled out.

(4) The library or its representatives are not liable for damage caused by incorrect, incomplete, omitted or delayed library services. The same shall apply to damage to users' appliances caused by the use of data media, databases or electronic networks.

## **§ 28**

### **Fees and expenditure**

(1) The library charges fees according to the fees regulations of the Bremen State and University Library and also according to the relevant cost regulations of the State of Bremen, as amended at the time in question.

(2) Ordering of reproductions, the use of the library's services for which a charge is made obligates the user to pay the fees stipulated in the fees regulations.

(3) The library can demand administrative fees, which are to be agreed in the individual case, for commercial use of its holdings, in particular for exploitation of reproductions.

(4) A deposit to a suitable amount can be charged for the provision of keys for lockers and other facilities of the library. If locks have to be replaced as a result of the loss of keys, the user must bear the costs.

(5) A deposit to a suitable amount can be charged for the provision of technical appliances. If appliances have to be replaced as a result of loss, the user must bear the costs. In the event of defects, sentence 2 shall apply accordingly.

## **§ 29**

### **Supplements to the use regulations**

The management is entitled to issue and to publish implementation directives for the present use regulations.

## **§ 30**

### **Data protection**

(1) The library collects stores and processes personal data to the extent necessary for lawful fulfilment of its tasks. As a rule, the following data are recorded:

- a) personal data (name and address(es), telephone number, e-mail address, date of birth, gender, user number and, if applicable, matriculation number, date of admission, date of amendment, expiry of borrowing entitlement, type of user (reflects membership of a specific group of users) and user status (reflects the current borrowing entitlement).
- b) use data (date of borrowing, end of borrowing period, number and date of period extensions, return date, reservations and orders with data, date of origination and amount of fees, replacement payments and expenditure, blockage, number of current reminders, exclusion from use).

(2) The use data are erased as soon as the user has returned the work in question and any fees and expenditures have been paid and any replacement payments owed have been made. Blockages are erased as soon as the obligations underlying them have been fulfilled.

(3) Entries concerning a limited exclusion from use are erased one year after the expiry of the exclusion period.

(4) The personal data are erased after two years of the user's inactivity at the most, to the extent that all obligations towards the library have been fulfilled by this time.

(5) Subsections 2 to 4 shall not apply to the use of particularly valuable works. In such cases, the users are informed about the storage of personal data and their agreement to it is obtained in writing.

### **§ 31**

#### **Equivalence clause**

Status and function designations in these regulations are valid in both the male and also the female form.

### **§ 32**

#### **Effectivity**

These use regulations take effect on the day after approval by the Rector of Bremen University. They are to be made known by provision and posting on the library's premises. At the same time, the use regulations for the library of Bremen University of 15 September 1998 in the version valid from 01 April 2000 are superseded.

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