KLU Library
Usage Regulations

The following rules and regulations apply until further notice for the use of the Library of the Kühne Logistics University (KLU).

Aim of the Library:
The KLU Library (hereafter: the Library) is primarily intended to be an academic library serving research, teaching and studying purposes. It provides information services, including professional training and gathering of relevant information for KLU students, faculty, staff and alumni.

Admittance:
• The use of the Library and its facilities is open to all KLU patrons.
• External users with a legitimate interest may be permitted to use the Library holdings on site by special agreement with the Head of Library.
• All Library inventories can be borrowed and information facilities used with a specific library user card/ID card.
• Library member’s rights and user cards are not transferable.

Behaviour within the Library:
• Everybody using the Library is expected to behave in a respectful and considerate manner towards the interests of other users and the Library staff and in using the Library equipment. Anyone behaving in an unacceptable manner will be asked to leave. Every user has to respect the legitimate needs of other users and to behave in a way that will not obstruct the operation of the Library.
• Please show consideration for others who want to read or study in silence, especially in the quiet working area (2. Floor).
• We ask that mobile phones are turned off when entering the Library/use of mobile phones are prohibited in the Library. If you need to talk on the phone, please take/make the call outside.
• Jackets, coats and other outerwear and larger bags are not to be taken to the Library, please store them in the lockers in front of the library. The Library staff may perform spot checks of user’s bags.
• No reservation of seats can be made (by placing personal belongings, etc.)
• No responsibility for customers’ possessions can be accepted.
• Food and drink consummation is not allowed in the Library. It can cause damage to our stock and the computers, and the consumption of food can cause annoyance to other users. You may bring in water in closed containers.
• Please do not write in, underline, mark in or otherwise mutilate Library materials. Please do not take pages or leaflets from loose-leaf collections or manuals.
• Smoking is not permitted anywhere in the building of KLU, including the Library.
• It is not allowed to bring pets into the Library.
• Users are obliged to follow these regulations as well as any instructions from Library staff. They are liable for any damage or disadvantageous consequences for the Library resulting from the disregarding of these regulations or instructions.

Borrowing rules:
Please refer to the loan regulations of the Library in Attachment A for detailed applicable rules for lending.
• Library inventories are principally available to its users in the reading and working areas of the Library. KLU patrons may borrow materials. Exempted from this are current periodical issues, limited course materials and reference copies.
• To borrow items from the Library, a valid Library user card/ID Card must be shown. The user accepts the Library Usage Regulations when signing for his/her library card. The Usage Regulations are publicly displayed in the Library. The account of the lending follows by lending registration.
• KLU Faculty may assign their assistants (e.g. teaching assistant) with the task of borrowing items from the Library on their account. If so, the assistants will need written authorisation to do so.
• Returning lend items too late (after the return date) leads to the exclusion of further lending until the items have been returned. If media is not returned, the Library will demand compensation/replacement of the material. Compensation will be demanded amounting to current replacement value. Lending Rules applies.
• External users do not have borrowing rights.
• Students and staff may take items for photocopying outside the library for a short time against a deposit (e.g. driver license, identity card, mobile phone, etc.).
• All media must be returned to the front desk immediately after use at the photocopiers. Else, it must be returned at the end of an individual's working day at the latest.
• Users should treat Library goods and facilities with care. If facilities or media are marked, stained, damaged or stolen, the person responsible (in case of lending material, the borrower) will be obliged to pay compensation. Compensation will be demanded amounting to current replacement value.
• Use of borrowed materials must at all times comply with the copyright holders' terms and conditions. Unauthorised use such as redistribution or the selling of data is strictly prohibited.

Use of electronic resources, computers, printers and photocopiers:
• Library computers, facilities and software serve primarily library-specific purposes, i.e. for catalogue- and literature research. Generally, the computers are not to be used for reading, writing and sending emails or for chatting over the Internet. We refer to the use of personal laptops, which can be used anywhere in the building via WLAN.
• It is allowed to use one’s own laptop in the Library. The use of personal stereos is permitted if one uses headphones, unless complaints are received from other users.
• Use of provided electronic databases must at all times comply with the database copyright holders' terms and conditions. Unauthorised use such as redistribution or the selling of data is strictly prohibited.
• User names and passwords for access to electronic/online facilities and resources are not to be shared with un-authorized patrons, non-KLU members, or passed on to third party.
• A photocopier/printer is available to Library users. Any enquiries concerning operating it can be directed to Library staff. The user will be held liable for any damage to the devices. The user is responsible for observing copyright regulations. We refer the copying or printing of larger volumes of paper, e.g. course materials or theses to student copiers or copy shops.

Acknowledgement and compliance with Library regulations:
• The Head of Information Management & Library can apply sanctions at his/hers sole discretion against users who breach (clauses of) these regulations.
• In using the Library, the user acknowledges the current version of these publicly displayed and published regulations.

Commencement:
These regulations for library use are effective as of August 2013, and remain valid until replaced by new regulations.
Loan Regulations for the KLU Library Resources

Please come to the Reference Desk if you wish to lend out materials from the Library. You can check the availability of the materials by consulting our online Catalogue.

Document Type Loan Policy:

Newspapers: May not be removed from the Reading area of the Library.

Journals and magazines: Current issues may not be removed from the Library. A copy machine is available. Older issues can be borrowed for short usage, please see details applicable to user lending status below:

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Loan period</th>
<th>Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>Same day</td>
<td>id card, passport, driver's license, key, mobile phone</td>
</tr>
<tr>
<td>Faculty</td>
<td>Next day</td>
<td>library card</td>
</tr>
<tr>
<td>Staff</td>
<td>Next day</td>
<td>library card</td>
</tr>
</tbody>
</table>

Books/Other material: May be borrowed, please see details applicable to user lending status below. Loans can be extended if another user has not requested the materials. Reminders are sent out on a regular basis. Please note that we reserve the right to recall any document at any time, should it be urgently required, and be prepared to return document on a short notice.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Books Green dot</th>
<th>Books Yellow dot</th>
<th>DVDs, Videos</th>
<th>Max. number of documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor Students, Master Students</td>
<td>4 Weeks</td>
<td>1 Week</td>
<td>1 Week</td>
<td>20</td>
</tr>
<tr>
<td>Faculty, PhDs</td>
<td>12 Weeks</td>
<td>1 Week</td>
<td>1 Week</td>
<td>30</td>
</tr>
<tr>
<td>External Faculty</td>
<td>4 Weeks</td>
<td>1 Week</td>
<td>1 Week</td>
<td>10</td>
</tr>
<tr>
<td>Staff</td>
<td>4 Weeks</td>
<td>1 Week</td>
<td>1 Week</td>
<td>20</td>
</tr>
<tr>
<td>EMBAs</td>
<td>4 Weeks</td>
<td>1 Week</td>
<td>1 Week</td>
<td>20</td>
</tr>
<tr>
<td>Alumni</td>
<td>1 month if they live in HH; If not, reserve, but no loans</td>
<td>1 week if they live in HH; If not, reserve, but no loans</td>
<td>1 week, if they live in HH; If not, reserve, but no loans</td>
<td>10</td>
</tr>
</tbody>
</table>

DVDs, Videos: May be borrowed for the duration of 1 week, please see details applicable to user lending status.

Reference books (incl. some statistics books and KLU publications): May only be consulted on-site and cannot be borrowed.