Additional Special Instructions for Using the University Library

General Conditions

Chemnitz University of Technology’s overall hygiene guidelines must be followed. In addition, the library and security staff’s instructions must be followed at all times.

The university library management is the contact person on site for the compliance with and implementation of the hygiene guidelines, the applicable contact restrictions and distance regulations, and the wearing of personal protective equipment and masks.

If this policy is violated, library and security personnel are authorized to expel users from the University Library.

The maximum number of persons in the facility is limited to one visitor per 20 square meters of visitor traffic area. This will be achieved through appropriate visitor guidance.

Narrow areas are redesigned or access restricted so that the minimum distance can be maintained. In the check-out area, floor markings, e.g. by means of adhesive tape, are installed to maintain the distance. These must be strictly adhered to by the users.

When entering or leaving the building, the disinfectant racks in the entrance and exit areas or stairways must be used.

There is currently a testing obligation at the University Library i.e. the necessity of presenting or credibly demonstrating an up to date\(^1\) negative corona rapid test, for the use of borrowing and interlibrary loan.

Acceptable are tests that are performed by medically trained personnel or under supervision at the university (e.g. during a face-to-face event on the same day). To substantiate the performance of the test under supervision and its result, a form provided must be used and signed off by the respective supervising person.

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1 The wording “up to date” means that the test must not have been taken more than 24 hours ago at the time of entering the university library.
Vaccinated\(^2\) and convalescent\(^3\) persons are exempt from the above test obligation. Appropriate proof (test, vaccination, or convalescent proof) must be provided in writing or digitally upon entering the university library, if necessary in combination with an official identification document or the TUC card (only a visual check is carried out, taking into account data protection concerns).

> There is a mask obligation at Chemnitz University of Technology: Every person at Chemnitz University of Technology is obligated to wear a FFP2 mask, or a mask with comparable protection (e.g. KN95 or N95) in the outdoor area and in open spaces, if the minimum distance of 1.5 m cannot be maintained, as well as in all publicly accessible rooms with regular public traffic.\(^4\) Consequently, such a mask is mandatory in all in-person lectures and examinations in addition to compliance with the minimum distance of 1.5 m.\(^5\)

Attention must be paid to the proper handling of the mask (putting on and taking off, no shifting while wearing). Medical masks and FFP2 masks are provided to the users of the university library – if necessary.

> Airing and ventilation in the rooms to be used will be carried out by a room ventilation system (RLT system).

> Eating and drinking should be kept to a minimum while in the University Library.

> The use of the coatroom in the basement is generally permitted. Maximum three persons are allowed access at the same time. Attached distance markings must be observed.

> Users are required to document contact details and times of entry and (expected) departure for the purpose of tracing chains of contact. They are required to enter their contact information on the attendance form and turn it in upon entering the University Library.

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2 According to § 2 No. 2 and 3 of the COVID-19 Protective Measures Exemption Ordinance - SchAusnahmV of May 8, 2021, as last amended by Article 1 of the Ordinance of January 14, 2022, a person is considered to have been vaccinated against SARS-CoV-2 coronavirus if he or she is asymptomatic and is in possession of a vaccination certificate issued to him or her in embodied or digital form showing that at least 14 days have passed since the last required single vaccination. The number of required vaccine doses and interval times refers to the publication of the Paul Ehrlich Institute. In the case of a recovered person, the required number of vaccinations consists of one administered vaccine dose (a recovered person who has not had a vaccination before infection is considered fully vaccinated from the day of the administered vaccine dose; a person who has undergone infection with SARS-CoV-2 coronavirus after receiving a single vaccine dose is considered fully vaccinated from the 29th day after acceptance of the positive test based on laboratory diagnostics using nucleic acid detection (PCR, PoC-PCR, etc.).

3 According to § 2 No. 4 and 5 SchAusnahmV, a person is considered to have recovered from the coronavirus SARS-CoV-2 if he or she is asymptomatic and has a proof of recovery issued to him or her in embodied or digital form that complies with the guidelines published by the Robert Koch Institute and was thus based on testing by laboratory diagnostics using nucleic acid detection (PCR, PoC-PCR, etc.) and the date of the collection of the positive test was at least 28 days and a maximum of 90 days ago.

4 On the one hand, the regulation covers rooms intended for the public, i.e. all indoor areas intended for use by the general public. On the other hand, it also covers other rooms intended for public use, i.e. rooms intended for use by an unspecified number of unknown persons, but which are not freely accessible because an admission control or similar procedure is first carried out or only an invited group of participants (e.g. in the context of a meeting) is permitted.

5 If the maximum recommended wearing time is exceeded when wearing an FFP2 mask, the person wearing the mask should take an approx. 30-minute break from wearing it outside the building on their own responsibility.
> Returned forms may only be handled with disposable gloves unless they have been temporarily stored at room temperature for at least five days. The completed forms must be treated in strict confidence, kept for a period of four weeks, and then destroyed in accordance with data protection regulations (e.g. using a shredder with a security level of at least P-4). Until then, the data must be stored protected from access by third parties or possible disclosure. The completed forms remain in the University Library until they are destroyed. Access or inspection is only permitted in the case of a (possible) infection with the coronavirus by explicitly authorized persons from university management for the purpose of rapid information of those involved as well as for the transmission of contact data to the responsible authorities upon request. In this case, University Library management has to ensure that a corresponding inspection can be carried out immediately (granting of availability, if necessary substitution arrangements). In addition to the paper form, the form can also be provided digitally. In this case, the procedure is analogous to the one described above.

> The building must be left immediately at the latest when the university library closes.
Additional regulations for using the library as a study space

> Individuals registered in the university library who have registered for the use of a workstation via a reservation form shall proceed individually to the Alte Aktienspinnerei building during the library’s opening hours, observing the minimum distance of 1.5 m to other persons, and report to the supervisory staff in the foyer, presenting the written confirmation of their seat reservation, as well as their test, vaccination or convalescence certificate. They are required to enter their contact information, as well as their seat number, on the Attendance Form when entering the University Library (ideally, this is brought with them already filled out to reduce the time spent in the foyer). Users will also receive - if necessary - an FFP2 mask or a mask with a comparable standard (e.g. KN95 or N95). They are requested to go to their seats immediately after registration, observing the right-hand traffic rules (one-way traffic rules) and any markings.

> The maximum number of people who can work in the University Library per day is limited to 119. For students and employees of the TU Chemnitz, 46 places are allocated for one week each and 46 places by the day. In addition, there are eleven carrels on the 4th floor, which can be booked for up to 31 days per person. For students and employees of other German universities, 16 places are available on the first floor west, which can be reserved by the day. Signage designating available rooms and spaces per day or week must be adhered to. Furthermore, the space number issued at the time of reservation may not be exchanged with other users or suchlike. Access to the building is ensured within the framework of the current opening hours of the University Library.

> The use of the University Library is limited exclusively to the use of the reserved workstation and designated PC research stations. Staying for other purposes, with the exception of use of open access holdings with disposable gloves and picking up pre-ordered media or returning them, is not permitted. User are only provided with the workstation and Internet access via WLAN according to prior reservation, but no hardware/technology, i.e. laptop, paper, writing utensils, etc. must be brought by the users themselves.
Additional regulations for borrowing and interlibrary loan

> **Students and employees** who have booked a workstation via the registration form are permitted to use and borrow from the open access holdings provided they use disposable gloves. Open access holdings may be borrowed using the automated checkout or by visiting the check-out desk on the second floor.

> **In addition** to the users who have booked a workstation, up to 50 other users may come to the University Library without prior registration to select books from the open access holdings and borrow them.

> **The number of users is controlled by appropriate measures at the entrance of the building.** No distinction is made as to whether the users are external or belong to the university.

> **Online pre-ordering** from the University Library's holdings will continue.

> **Blocked seating area, etc., may not be used.**

> **Interactive actions** that involve additional contact (key operation, touch screens, etc.) is **not allowed.**

> Selected research screen workstations and specified multifunctional devices (MFG) as well as the media return machine will be made available to University Library users, with the use of disposable gloves (handed out in the Foyer). Use of the equipment and screen workstations is available on a rotating basis per day. The instructions posted on site are to be observed. In addition to disposable gloves, hand disinfectant dispensers and disinfectant wipes are also provided.

> Transparent partitions between the staff workstation and the public/visitors are installed at the media lending or return desk. These transparent partitions must be disinfected by library employees every working day.

> Returned and borrowed books must be handled by library employees with disposable gloves only.

> **Returned media must be stored temporarily at room temperature for at least five days before being issued again.**