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Announcement of the new version of the Usage regulations of the University Library of Chemnitz University of Technology

Based on article 2 of the statute regarding the amendment of the usage regulations of the University Library of Chemnitz University of Technology dated May 22, 2023 (Official Announcements of Chemnitz University of Technology Nr. 9/2023, p. 566, 567), the following wording of the usage regulations of the usage regulations of Chemnitz University of Technology in the version in force since May 24, 2023 is announced. The new version is considering:

1. The usage regulations of the University Library of Chemnitz University of Technology dated April 27, 2021 coming into force on April 29, 2021 (Official Announcements of Chemnitz University of Technology Nr. 13/2021, p. 282) as well as
2. The article 1 of the statute regarding the amendment of the usage regulations of the University Library of Chemnitz University of Technology dated May 22, 2023 coming into force on May 24, 2023.

Chemnitz, June 6, 2023

The President
of Chemnitz University of Technology

Prof. Dr. Gerd Strohmeier

Usage regulations of the University Library of Chemnitz University of Technology, dated June 6, 2023

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For legibility reasons, normally the generic masculine grammatical form is used within these regulations. All individual, official and functional designations apply equally for all genders.

I. In general

§ 1

Scope – definition of terms

- (1) These usage regulations apply to the usage of the University Library of Chemnitz University of Technology (subsequently University Library). It applies also to the Patent Information Center of Chemnitz University of Technology, to the University Press of Chemnitz University of Technology and the University Archives of Chemnitz University of Technology, insofar the usage regulations of the Patent Information Center, of the University Press and of the University Archives in the respective current versions do not provide deviant regulations.
- (2) The internal regulations of Chemnitz University of Technology in the respective current version remain unaffected. By entering the University Library (real estate, facilities, areas, car park and paths), each person accepts the internal regulations mentioned in sentence 1 as binding.
- (3) The University Library is a central institution of Chemnitz University of Technology. As far as in the following rights and obligations of the University Library are determined, they are applied by the respectively responsible staff member of the University Library on behalf of Chemnitz University of Technology.

§ 2

Services of the University Library

- (1) The University Library is a public academic library. It contributes primarily to ensuring research, teaching and studies at Chemnitz University of Technology, but is also open to other academic work as well as to vocational and further training.
- (2) In general, the University Library offers the following usage opportunities and services:
 1. The usage of its media within the area of the University Library,
 2. The loan of media for usage beyond the University Library
 3. Acquisition of media not available at the University Library by interlibrary loan and via document delivery services,
 4. Provision of information in oral and written form based on information offers provided,
 5. Usage of the public computer workstations of the University Library,
 6. Consultation and assistance with regard to the publication of results of academic work (archiving of publications in the electronic full-text-archive Monarch/Qucosa, publishing within the University Press, integration of publications in the university bibliography, consultation regarding all topics around Open Science such as bibliometrics, Open Access, research information management).
- (3) The University Library maintains public relations within the implementation of its tasks, particularly by guided tours and training courses, additionally in the form of e-learning-offers, as further training opportunities for schools and other interested persons as well as by exhibitions and social media activities.
- (4) The University Library provides additional services in the field of information skill teaching within the course offers of Chemnitz University of Technology.

II. General usage regulations

§ 3

Persons entitled for usage

- (1) The University Library may be used by natural and legal entities under civil law as well as by institutions under public law (subsequently designated as users), insofar the users guarantee the compliance to these usage regulations.
- (2) The University Library and the user maintain a usage relation under public law (contractual obligation).

§ 4

Admission to usage

- (1) Users, who would like to profit from the services of the University Library, are required a particular admission for which has to be applied individually. The electronic advance notification does not mean an admission for usage according to sentence 1.
- (2) The following data have to be indicated on the written application for admission for usage (usage application):
 1. name, first name(s),
 2. date of birth,
 3. address of main residence,
 4. in case of students, the address at the study location in addition,
 5. email-address, matriculation number, structure number, if applicable,
 6. in case of legal entities the address of the company resp. the office in addition,
 7. in case of minors name and address of the legal representative.Modifications regarding the forementioned data, particularly of the name and address resp. email-address, have to be indicated to the University Library without delay in written form. Notifications in electronic form are coming into force only by written confirmation. Detriments in consequence of non-compliance are borne by the user.
- (3) The admission to usage is linked to the following requirements:
 1. Presentation of a valid identity card or passport. The holder of a passport has to present an official confirmation of her/his residence (simple registration confirmation according to § 18 section 1 of the Federal Registration Act in the respective current version) at the same time. Students of Chemnitz University of Technology have to present additionally the TUC-Card.
 2. Required age: 14 years. Persons younger than 14 years are only permitted to enter the University Library when accompanied by an adult entitled for usage who is responsible for the supervision of the minor at the same time (f.e. legal representative) without the consequence that this establishes an autonomous usage relationship of the minor.
 3. Minors between completed 14 and 18 years have to present a written declaration of consent of the legal representative as well as additionally the valid identity card (resp. the copy of recto and verso) or the valid passport together with the registration confirmation (resp. respective copies) of the legal representative.
- (4) Legal entities as well as institutions under public law are admitted for usage, insofar a natural entity is declared and authorized as responsible and submits the application for admission for usage. The liability for obligations emerging from the usage relationship belongs to the person authorized. The withdrawal from or the cancellation of the authorization has to be reported to the University Library by the authority, the company or the institution without delay.
- (5) By the personal name signature on the application for admission, the user accepts these usage regulations, the usage regulations of the University Computer Center of Chemnitz University of Technology as well as the Framework Regulations for the usage of Information and Communication Services and Information Security at Chemnitz University of Technology (IaC Framework Regulations) resp. the regulations for the usage of the public computer workstations of the University Library of Chemnitz University of Technology in the respective current versions as binding, in particular the legal consequences emerging from a usage relationship under public law and the related Supplementary Declaration on Data Protection of the University Library of Chemnitz University of Technology¹. The processing of the forementioned individual-related data is required for the implementation of the usage relationship under public law with regard to the user in the context of the usage of the University Library. The user is obliged to gather information regarding possible amendments of these usage regulations independently and personally.
- (6) The admission for usage may be accorded with a time limit and under requirements and conditions.

¹ See [Declaration on Data Protection of the University Library of Chemnitz University of Technology](#)

§ 5

Processing of individual-related data

- (1) According to art. 6 section 1 sentence 1 let. e) of the Regulations (EU) 2016/679 of the European Parliament and the Council, dated April 27, 2016, on the protection of natural entities with regard to the processing of individual-related data, to the free movement of such data and the repeal of the Guideline 95/46/EG (General Data Protection Regulations – DSGVO) in conjunction with §§ 14, 92 section 3, 93 SächsHSFG in conjunction with these usage regulations, the University Library is entitled for the processing of the individual-related user data enumerated in the last-mentioned regulations as well as of process data with or without application of automated procedures, insofar and as far as this is required for the establishment and the implementation/ fulfillment of the usage relationship under public law with the user.
- (2) The usage relationship under public law within these usage regulations is established by the signature of the application for admission with the personal name signature of the user (written form), even if the application for establishment of a usage relationship had been submitted electronically, by which (s)he confirms at the same time that (s)he had taken note of the regulations mentioned in § 1 section 2 and § 4 section 5 sentence 1 as well as of the Supplementary Declaration on Data Protection of the University Library of Chemnitz University of Technology.
- (3) A data transfer to third-parties is taking place in the case of online interlibrary loan to the interlibrary loan desk exclusively in pseudonymized manner with regard to the user number/ID and the media to be borrowed. The regulations for the interlibrary loan in the Federal Republic of Germany in the respective current version applies accordingly.
- (4) An external processing is possible according to art. 28, 29 DSGVO. Further legal obligations and entitlements for the transfer of individual-related data to other public and non-public institutions on a case-by-case basis remain unaffected.
- (5) The individual-related data collected and the individual-related process data emerged within the user relationship may be deleted upon request of the user at any time. In this case, the usage relationship under public law is terminated unless there are no more obligations of the user towards the University Library. In the same way, a deletion and following termination of the usage relationship under public law is taking place after one year of inactivity, which means no active usage, f.e. in the form of borrowing processes or applications for prolongation, had happened. The corresponding procedure applies to the cases of de-enrolment of students or the termination of the employment relationship at Chemnitz University of Technology, insofar no application for prolongation of the validity of the user pass according to § 6 sentence 2 had been submitted. The further processing of anonymized data for statistical purposes remains unaffected.
- (6) The provisions on data protection according to the regulations mentioned in § 1 section 2 and § 25 remain unaffected.

§ 6

User pass

- (1) The applicant admitted receives a time-limited user pass which is non-transferable. A loss of the user pass has to be reported to the University Library without delay. The user is liable towards the University Library for any damage emerging from the loss or misuse of the user pass.
- (2) The user pass is generally valid for one year. It has to be presented at each case of usage. The prolongation of the validity is possible upon application.
- (3) The student identity card of students of Chemnitz University of Technology as well as the staff identity card of staff members of Chemnitz University of Technology (“TUC-Card”) may also serve as user pass for the University Library, insofar the establishment of a usage relationship under public law by the submission of an application according to § 4 is recorded at the University Library or at any other institution of Chemnitz University of Technology.

§ 7

Charges and expenses

- (1) The usage of the University Library is generally free of charge.
- (2) Usage charges and expenses emerge in the case of making use of chargeable services of the University Library and will be raised according to the regulations on university charges and fees of Chemnitz University of Technology in the respective current version.

§ 8

Opening hours

- (1) The opening hours of the University Library are determined by the University Management in coordination with the Library Management and are publically announced.
- (2) Due to imperative reasons, the University Library may temporarily being closed or restricted with regard to usage.

§ 9

General obligations and liability of users

- (1) Each user is obliged to behave politely and with respect face to the staff members of the University Library. The provisions of the regulations mentioned in § 1 section 2 and § 4 section 5 sentence 1 and the instructions of the library staff members have to be observed. The user is liable for any damage or detriments emerging to the University Library from the non-compliance to these obligations.
- (2) In order to ensure appropriate conditions for studies and usage, the users of the University Library have to conduct calmly and with respect towards each other. This applies in particular to the reading areas. The usage of data processing devices (i.a. mobile phones, notebooks, tablets etc.) has to be carried out in a way that disturbances of others are prevented. The accompaniment of animals is not permitted except guide dogs and dogs accompanying impaired persons entitled for accompaniment of an accompanying person in their identity document. The consumption of alcohol and drugs as well as smoking is strictly prohibited in all areas of the University Library. At the computer workstations, eating and drinking is not permitted. In case of usage of technical devices brought along in the usage areas, the instructions of the university staff have to be observed. The operation of private domestic appliances (e.g. kettles, coffee maker) is not permitted.
- (3) The user is asked to handle the media and all furnishings including the technical equipment with care. Any changings and damaging are strictly prohibited.
- (4) By the moment of issue, the user is asked to check the state of each medium and to inform about damages detected without delay. In case of neglect, it is assumed that (s)he has received the media in an intact state.
- (5) For media lost or damaged by the user, compensation has to be paid according to the regulations on university charges and fees of Chemnitz University of Technology in the respective current version.
- (6) The transfer of media to third-parties is not permitted.
- (7) The access to respectively signed office areas is permitted to authorized persons only or in accompaniment of them.

§ 10

Usage of lockers

- (1) The University Library provides lockers for the storage of umbrellas, bags, suitcases and similar. The usage of several lockers at the same time is not permitted. When leaving the University Library, the lockers have to be cleared.
- (2) It is prohibited to store chemicals as well as dangerous or hazardous materials or items in the lockers.
- (3) Deposit-driven lockers have to be used exclusively with the designated coins. In case of failure of locking process of lockers or of loss of a key, the library staff has to be informed.

Unauthorized interventions are prohibited. Charges and expenses emerging due to improper operation are borne by the person responsible according to the regulations on university charges and fees of Chemnitz University of Technology in the respective current version. Corresponding applies to the loss of locker keys.

- (4) A violation of the regulations stated in section 1 sentences 2 and 3 and section 2 may lead to the compulsory opening and clearance of the locker by the library staff without necessity of an explicit request for clearance or a prior notice. Items removed by the compulsory clearance of the lockers including deposit are considered as lost property and are taken into custody. Lost property not collected will be transferred to the responsible lost and found office of Chemnitz University of Technology which will pass it to the lost and found office of the City of Chemnitz. By usage of the lockers, the user abandons in the case of compulsory clearance of the locker any compensation claims for food, drinks and other highly perishable goods. Thus, food, drinks and other highly perishable goods will be wasted without claim for compensation.
- (5) The user is asked to appropriately secure her/his personal property within the area of the University Library.

§ 11

Usage of carrels and teamwork areas

- (1) Members of Chemnitz University of Technology (§ 49 section 1 to 3 SächsHSFG in conjunction with § 4 section 1 to 3 of the General Regulations of Chemnitz University of Technology in the respective current version) are entitled to use carrels (individually reservable places for working) and teamwork areas for a limited period of time.
- (2) The carrels are situated on the 4th level of the University Library building. The teamwork areas are situated at the end of the lateral wing on the ground floor of the University Library building. The carrels as well as the teamwork areas are accessible barrier-free.
- (3) For the usage of a carrel and a teamwork area, a prior electronic reservation via the respective online-reservation-system of the University Library is required. The usage of a carrel and a teamwork area is permitted exclusively for the respectively reserved period of time by the persons included in the reservation only. There is no legal claim for the provision of a carrel or a teamwork area. In the case that there is no more need for an already reserved usage, this has to be reported to the University Library without delay.
- (4) The carrels and teamwork areas have to be kept in a neat and tidy. They have to be left after expiration of the reserved usage period in the same state as they were found. Items of the users left behind are considered as lost and found and will be stored. Lost property not collected will be transferred to the responsible lost and found office of Chemnitz University of Technology which will pass it to the lost and found office of the City of Chemnitz.
- (5) The technical equipment of the teamwork areas may only be operated by users in the possess of a written confirmation of individual introduction by library staff members. In case of occurring challenges, the library staff has to be informed without any delay. Unauthorized acts are strictly prohibited. The sentences 2 and 3 apply accordingly to faults of the closing system of the doors to the carrels and teamwork areas.
- (6) Non-borrowed media used in the carrels and teamwork areas have to be returned at the end of each day to the location provided for the respective medium independent of the reserved period of time of the carrels and teamwork areas.

§ 12

Liability of the University Library

- (1) The University Library is exclusively liable for cases of intent and severe negligence. This applies in particular to:
 1. Loss of money, valuable items, identity documents and other personal documents within the area of the University Library as well as out of the lockers,
 2. Damages emerging from incorrect, incomplete, non-implemented or delayed services,
 3. Damages emerging to the user by data carriers loaned.

- (2) In the case of severe negligence, the liability for collateral and consequential damages is excluded. To damages emerging from the violation of life, of the body and of health, the legal regulations apply. As far as a legally mandatory liability is given, this liability remains unaffected.

§ 13

Domiciliary right and inspection entitlement of the University Library

- (1) The Director of the University Library executes the domiciliary right on behalf of the President; (s)he may entitle a staff member of the University Library temporarily in charge for the execution of the domiciliary right.
- (2) The University Library is entitled to install control devices and to carry out inspections. This includes also the processing of individual-related data by optical-electronic devices (video surveillance) according to § 13 of the Act for the Implementation of the Regulations (EU) 2016/679 of the European Parliament and the Council on the protection of natural entities with regard to the processing of individual-related data, to the free movement of such data and the repeal of the Guideline 95/46/EG.
- (3) The staff members of the University Library are entitled to ask users for presentation of a valid individual identity document. In addition, the staff of the University Library is also entitled to detain persons temporarily who have been detected during committing illegal activities or immediately afterwards in close temporal and spatial relation and who are suspicious of escape or whose identity could not be determined immediately. Inspections of folders, bags or similar as well as of lockers and carrels without consent of the person affected are exclusively admissible by the police (§ 102 of the Criminal Procedure Code resp. § 24 of the Police Act of the Free State of Saxony in the respective current versions).

III. Usage of media within the area of the University Library

§ 14

In general

- (1) The publicly accessible areas of the University Library may be used by all persons being in possess of a valid user pass. Places and media within these areas are not reservable except carrels and teamwork areas (§ 11).
- (2) The reference collections may only be used inside the building of the University Library.
- (3) In general, the usage of the following is provided within the separately signed reading areas:
1. All publication older than 100 years,
 2. Media of high non-material or material value or being irretrievable due to other reasons or requiring particular protection,
 3. Media unsuitable for lending due to their size, weight or conservation status.
- (4) The Historical Collections of the University Library are generally for usage within the separately signed reading areas only. The decision on the opportunity of providing reproductions belongs to the University Library.
- (5) The decision on loans in particular cases belongs to the University Library.
- (6) For specific collections, an intended scientific purpose may be required.

§ 15

Term reserve collections

- (1) Literature from the collections of the University Library which is particularly relevant for courses may be compiled within a term reserve collection for a period of one or several term/s. They are set up separately within the area of the University Library. The scope should not exceed the number of 50 volumes per term reserve collection.
- (2) Term reserve collections comprise primarily literature from the lending collections. In the case that titles are required by several term reserve collections, references are applied. Journals, handbooks, collected editions, reference works, dictionaries etc. are set up in the original within term reserve collections in exceptional cases only. Extracts from these media, in the form of

copies subject to compliance towards the right on intellectual property, on copyright in particular, may be added to the term reserve collections. The production of the copies is ordered by the customer.

- (3) The collections within the term reserve collections are normally excluded from any kind of lending. Exemptions are possible by presentation of a certificate of the customer.
- (4) The customer informs the University Library in due time about the compilation of a term reserve collection as well as about its liquidation. The University Library is entitled for cancellation of a term reserve collection subsequent to a reasonable delay.

IV. Lending of media for usage beyond the area of the University Library

§ 16

General lending regulations

- (1) The entire collections of the University Library are available for usage as far as conservational, legal or other reasons do not require restrictions (see § 14 and § 15).
- (2) The University Library is entitled for limitation of the number of media borrowed by a user at the same time.
- (3) Media frequently requested may temporarily being exempted from lending in order to keep them accessible for a larger range of users.

§ 17

Lending and return of media

- (1) By the moment of borrowing loanable media, the holder, on presentation of her/ his user pass, will be recorded as borrower by the registration of the user identity number and the identity number of the media. The borrowing may be carried out in person as well as on behalf upon presentation of a confirmation of power of attorney in addition to the user pass of the borrower.
- (2) In case that media provided or reserved are not collected within the delay determined by the University Library, they may be used otherwise.
- (3) In the case that the borrowing of media is made by using self-issue technology provided, the user has to determine herself/ himself a PIN prior to the borrowing.
- (4) The electronic reverse booking consists on the deletion of the borrowing note within the lending system either personally at the library desk or at the return machine.
- (5) In the case that media borrowed are not returned personally or via the return machine, this is undertaken on own risk. In the case of postal sending, name, address and user identity number have to be enclosed with the sending. Until the reception of the media, the risk of loss is borne by the borrower.

§ 18

Loan delay

- (1) The loan delay generally comprises four weeks. In particular cases or regarding specific kinds of collections, the University Library may determine an abbreviated or prolonged loan delay. Abbreviated loan delays are normally not extendable.
- (2) Media borrowed from the University Library have to be returned unrequestedly within the delays determined. In the case of exceeded loan delay, charges for delay exceeding will be raised according to the regulations on university charges and fees of Chemnitz University of Technology in the respective current version. The emerging of charges is not subject to the reception of a reminder or warning letter.
- (3) The loan delay of four weeks may be prolonged subject to revocation in the case that the media are not requested by other parties and that the user has complied with her/ his obligations towards the University Library. The University Library is entitled to ask for the presentation of media borrowed.

- (4) The application for prolongation of the loan delay has to be submitted prior to its expiry. The prolongation of the loan delay of media being provided by national or international interlibrary loan requires the declaration of consent of the lending library.
- (5) The user has to take care, even in the case of personal impediment, that media borrowed may be returned in due time respectively as soon as possible at any time.

§ 19

Individual reserve collections

- (1) Upon request, an individual reserve collection in the scope of 50 media at maximum from the loanable collections may be accorded to (junior) professors as longer-term lending.
- (2) Individual reserve collections are exclusively located at the working place of the borrower at Chemnitz University of Technology.
- (3) After expiry of the annual loan delay, the borrower has to prove the presence of the media borrowed towards the University Library in written form.
- (4) In case of termination of the employment relationship with Chemnitz University of Technology, the media of the individual reserve collection has to be returned to the University Library.
- (5) The holder of an individual reserve collection authorizes the University Library to disclose her/his name to interested users. (S)he is obliged to provide other users with access to the media.
- (6) The holder of an individual reserve collection is liable for the media borrowed.
- (7) The forementioned regulations regarding individual reserve collections apply accordingly to loans to department heads of the Central University Administration.

§ 20

Charges for delay exceeding, reminder charges

- (1) In the case that the user does not comply with her/his obligation for return, the University Library demands back the media borrowed chargeable according to the regulations on university charges and fees of Chemnitz University of Technology in the respective current version.
- (2) In the case that despite of three requests for return the medium has not been returned, the University Library declares the medium as lost and claims compensation according to § 9 section 5 of these usage regulations.
- (3) Requests for return of media are considered as received in the case that they have been sent to the latest address/ email-address indicated by the user (see § 4 section 2).
- (4) As long as the user has not complied with her/his obligations according to these usage regulations, the borrowing of further media may be denied.

§ 21

Reservations

- (1) Media on loan may be reserved but not by the borrower of those media. The person who has reserved a medium will, subject to postal charges or via email, be informed as soon as the medium is provided for collection. In the case that a reserved medium is not collected within the delay determined in the notification, the University Library may dispose of it otherwise.
- (2) The number of reservations may be limited by the University Library.
- (3) Information regarding customers or borrowers must not be disclosed in any case with the exception of § 19 section 5.
- (4) In urgent exceptional cases, the University Library may accord a special reservation given priority towards the already existing reservation. The reserving user will be informed about the resulting delay or cancellation.

V. Interlibrary loan

§ 22

Loan to other libraries (lending interlibrary loan)

- (1) Loans to other libraries are carried out according to the regulations for the German and international interlibrary loan.
- (2) The University Library may exempt media from the loan beyond resp. link loanable media to special conditions.

§ 23

Borrowings from other libraries (borrowing interlibrary loan)

- (1) Media not available at the University Library may be ordered from other libraries within the German and international interlibrary loan. For justified reasons, the number of orders per user may be limited.
- (2) The submission of an interlibrary loan order is carried out exclusively via an online-form. The processing charge will be raised per interlibrary loan order according to the regulations on university charges and fees of Chemnitz University of Technology in the respective current version.
- (3) To the usage of the provided media, the particular conditions of the lending library apply, apart from that the regulations of these usage regulations. The University Library is entitled to demand back media provided via interlibrary loan prior to the expiry of the loan delay.
- (4) Applications for prolongation of loan delays have to be submitted to the University Library in due time prior to the expiry of the loan delay.
- (5) Media not collected will be sent back to the lending library at latest after expiry of the loan delay or on demand of the lending library.

VI. Other services

§ 24

Information and information skill teaching

- (1) The University Library provides information in oral manner, by phone and in written form in an appropriate way. No liability will be assumed for the correctness and completeness of this information.
- (2) For literature search, the user may dispose of the collection information systems of the University Library as well as of the print and online information opportunities within the public areas. The license conditions of electronic media acquired by Chemnitz University of Technology have to be observed.

§ 25

Usage of the public computer workstations

- (1) Members and adherents of Chemnitz University of Technology may make use of the computers at the University Library exclusively by their login data provided by the University Computer Center. To them, the usage regulations of the University Computer Center as well as the Framework Regulations for the usage of Information and Communication Services and Information Security at Chemnitz University of Technology (IaC Framework Regulations) in the respective current version apply.
- (2) To all other persons entitled for usage, the regulations for the usage of the public computer workstations of the University Library of Chemnitz University of Technology in the respective current version apply.

VII. Further regulations

§ 26

Exemptions from scope of application

Issues not regulated by these usage regulations require specific agreements which have to be concluded with the Library Management in advance.

§ 28

Exclusion from usage

- (1) Persons violating the regulations mentioned in § 1 section 2 and § 4 section 5 sentence 1 as well as instructions of the University Library repeatedly or severely may be temporarily or unlimitedly, partly or completely being excluded from the usage of the University Library. Corresponding applies to the case that the usage has become intolerable due to other reasons.
- (2) The person affected has priority to be heard.
- (3) Obligations emerged from the usage until the exclusion remain unaffected.
- (4) An appeal against the exclusion may be submitted within one month after reception of the notification in written form to the Director of the University Library.

§ 28

(Closing provisions)