

# Library Regulations - Administrative Library

## Administrative Library

### 1. General Information

- 1.1. The Library Regulations serve to outline the use of the Administrative Library. They set out who may access the library and how they should conduct themselves while doing so.
- 1.2. The reading room, including eight workstations, is accessible to the general public during the library's opening hours.
- 1.3. Use of the library is free of charge.

### 2. Opening hours and services

The opening times and availability of individual library services are published on our website and by announcement on our bulletin board.

### 3. Borrowing

The following regulations apply with regard to borrowing rights:

- 3.1. Private individuals are not entitled to borrow from the library. However, they may consult holdings during library opening hours upon presentation of an official photographic ID.
- 3.2. Austrian Federal Government employees and staff are entitled to borrow from the library, as are employees of other public bodies and institutions.
- 3.3. The library also borrows items from, and issues items to, other libraries in Austria and abroad with which it maintains reciprocal relationships.

- 3.4. Some works may be subject to borrowing restrictions. As a rule, works from the catalogue room, loose-leaf collections and unbound journals cannot be borrowed.
- 3.5. The standard loan period is 4 weeks. Loans can be extended by a further 4 weeks provided the item in question has not been reserved. If you wish to extend the loan beyond this maximum of 8 weeks, you must do so in person, and bring the item concerned into the library for renewal.
- 3.6. In individual cases, the loan period may be shortened and items recalled prematurely, for example if the item has been reserved or there are other urgent and objectively justifiable reasons for doing so.

#### **4. Services**

- 4.1. The Administrative Library serves as the official library for the Austrian Federal Chancellery; the Federal Ministry of the Interior; the Federal Ministry of Education, Science and Research; the Federal Ministry for Arts, Culture, the Civil Service and Sport; the Austrian State Archives, and the Federal Monuments Office (the so-called "Library Cluster"). It also maintains a joint library system with the libraries of the Federal Ministry of Justice.
- 4.2. The library provides the following services for the departments that are part of the Library Cluster:
  - 4.2.1. Researching relevant literature in internal and external catalogues, as well as in databases
  - 4.2.2. Arranging domestic and international inter-library loans
  - 4.2.3. Procuring articles using a document delivery service
- 4.3. Works required on an ongoing basis can be loaned from Administrative Library holdings indefinitely for official purposes.
- 4.4. Long-term loans require the approval of the library management. If a separate copy of a given work is to be purchased, this purchase will also require the approval of the department that controls the relevant budget.

## **5. Returns and reminders**

- 5.1. Borrowed items must be returned unprompted by the end of the loan period at the latest.
- 5.2. Failure to return items on time will lead to a written reminder being issued. If the items concerned have still not been returned after the third reminder, the borrower may lose their right to borrow items or extend loan periods.

## **6. User data**

- 6.1. We store borrowers' (see Section 3.2) work addresses, work telephone numbers and work email addresses pursuant to Article 6 para. 1 lit. b GDPR).

## **7. Fees and reimbursement of costs**

- 7.1. All copying and printing is subject to a fee designed to cover costs. The fee amounts are based on the average fees charged by Austrian academic libraries. Library users will be informed of these fees on the website and/or orally.
- 7.2. For the categories of individuals listed in Section 3.2, copies and scans are provided free of charge, and are considered to constitute official administrative assistance.
- 7.3. The compensation due in the event of a book being lost or damaged will be determined as follows:
  - 7.3.1. If the resource in question is still available to purchase, the library user must procure a replacement copy and hand it in to the Administrative Library.
  - 7.3.2. If the resource is out of print and no longer available, appropriate compensation will have to be paid. The minimum compensation has been set at 30 euros in order to cover copying and binding costs.

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