

Terms of use of the Library

The University of Liechtenstein Library is open to the public. It specialises in Architecture and Business Administration, providing students, faculty and employees of the University of Liechtenstein with the literature needed for study, teaching and research. All natural persons living or studying in Liechtenstein or the neighbouring region are eligible to check out materials.

1. Lending

Checking out materials is free of charge. A valid ID must be provided. The following IDs are accepted:

- Student ID of the University of Liechtenstein
- Employee ID of the University of Liechtenstein
- Library ID of the Liechtenstein National Library
- Library ID of a member library of the BibliOpass network (www.bibliopass.ch)
- Library/student ID of a member university/library of the International Lake Constance University network (www.bodenseehochschule.org)

The ID must be presented every time materials are checked out.

2. Opening hours / Lending hours

The opening and lending hours are published at the entrance to the Library and on the Library's website. (www.uni.li/bibliothek)

3. Lending period

The lending period is 2 weeks. Checked-out documents must be returned by the due date, or during the renewal period if recalled. Overdue notices and recalls must be honoured by the specified deadline. The day the checked-out document is received by the Library is deemed the return date.

4. Limit on checked-out materials

Students: max. 10 materials
External users: max. 10 materials
Employees: max. 20 materials
Instructors: max. 20 materials

5. Renewal

Prior to the due date, a one-time renewal for two additional weeks is possible. Renewals may be requested independently using the personal user account in the web catalogue. The lending period may also be extended at the lending desk. Renewal is only possible if the material in question has not been reserved.

6. Reservation

Checked-out materials may be reserved in the web catalogue. Users reserving a document will be notified as soon as the document is available. The title remains reserved for 10 days.

7. Non-circulating materials

Works in the non-circulating collection (marked with a red band), bound journals, loose-leaf editions, and diploma/bachelor's/master's theses belonging to the University may in principle not be checked out. Magazines may be checked-out over night or the weekend.

8. Overdue notices

Users who do not return checked-out documents by the due date receive an overdue notice from the Library. If overdue notices are not complied with or late fees not paid, the Library may refuse to lend out further documents. If the late document is not returned after the 3rd overdue notice, the Library may replace the document at the expense of the user after a reasonable period or demand reimbursement of the purchase price. The fees are set out in a separate scale of charges and fees. Failure to receive an overdue notice (by e-mail or postal mail) is not accepted as an excuse for late returns. The due date can be seen at any time in the user account in the Library catalogue.

9. Interlibrary lending

Interlibrary lending is used to obtain literature that is unavailable at the University Library or other libraries in Liechtenstein. This service is available only to students, instructors and employees of the University of Liechtenstein. A contribution of CHF 3.00 towards costs is charged for interlibrary orders from Switzerland. For orders from other countries, students are charged the actually incurred costs. The users undertake to treat the documents obtained through interlibrary lending with care and to return them on time. Any early recall must be complied with immediately. If materials are returned late, overdue fees must be paid. If a book obtained through an interlibrary loan needs to be replaced, the replacement costs and all other processing costs are paid by the borrower. A maximum of 5 documents can be obtained with each interlibrary order. For students writing a bachelor's or master's thesis, special terms apply.

Journal articles are obtained independently at the user's expense. Notes and recommendations regarding journal research can be obtained from the Library's website. On request, the Library obtains journal articles on behalf of the user. The regular costs plus a processing fee of CHF 7.00 per request is charged.

10. Institute/reference libraries (University-internal)

Limited options are available for establishing and expanding reference libraries for institutes as part of the Library. On the basis of its work programme, every institute budgets the books for the institute's own reference library. The budget for the reference library requires the University Management's approval. The rules contained in the present terms of use apply (no marking, underlining, etc.). Reference libraries may not be established outside the University premises, and the inventory must be made available to Library staff as needed.

11. Workstations

Four computer workstations with Internet access are freely available within the Library.

Notebooks can be connected at all other workstations. Electricity and network connections are available.

12. Copier

Student IDs can be used to make copies and print on the Library's copier. It is the user's responsibility to comply with copyright law.

13. Damage/Loss

If Library property is damaged or lost, the costs for replacement and processing are charged.

14. Rules of conduct

It is not permitted to bring food or drinks into the Library. The general smoking ban applies to the Library as well. Mobile phones must be turned off. All noise must be avoided in the Library area. Library materials and all furnishings must be treated with care. In particular, underlining and notes in the Library documents and any changes or damage are prohibited.

The Library staff has the right to inspect the content of bags, briefcases and the like.

15. Use of lockers

When using the Library, jackets, bags, briefcases and the like must be deposited in the lockers provided by the Library. To transport working materials within the Library, small baskets are made available to users.

Use is only allowed during the Library's opening hours. It is not permitted to use more than one locker. It is prohibited to store dangerous substances or items in the lockers. The Library reserves the right to open lockers still occupied after the Library closes and to treat the items stored therein as lost property. Food will be disposed of.

Fees and costs for damage due to inappropriate use and lost keys must be paid by the person responsible. The processing fee for a lost key is CHF 40 to cover repairs or a new lock, plus any additional claims for compensation.

The Library assumes no liability for loss or damage of items stored in the lockers.

16. Acceptance

By using the Library's services, users accept the present terms of use. Persons violating the terms of use in a serious or repeated manner, especially with regard to returns, interlibrary lending and reservations, may be barred by the Library Management from using the Library and all associated services. Any obligations arising from use of the Library persist even if the person is barred.

17. Data protection

The Library uses electronic data processing in the fulfilment of its tasks. The following personal data are stored electronically by the Library: last name, first name, date of birth, addresses, registration number or user number, user group. The data are treated in accordance with the Data Protection Act. All users may obtain a complete printout of the information associated with them. Changes to master data must be communicated without

delay to the Library. It is the user's responsibility to update master data.

These terms of use enter into effect on 1 February 2011.
The Rector