

1. Legal form

- 1.1 The User Regulations are issued by a resolution of the senate of 18th May 1998 and are based on the General User Regulations for the State Libraries in the Free State of Saxony of 24th June 1997.
- 1.2 A user relationship under public law is established between the Library and the Users.
- 1.3 The Library shall be used for research, teaching and studying and, as far as compatible with this, for the provision of other academic further education and factual information.

2. Authorisation to use the Library

- 2.1 Priority for authorisation to use the Library shall be accorded to members of Dresden University of Music, as well as third parties who are allowed to take part in classes or lectures of the University of Music – hereinafter referred to as the Users – insofar as they are using the Library for one of the purposes specified under 2.3.
- 2.2 Use for natural persons and legal entities under private law, as well as public bodies, insofar as these are not members of Dresden University of Music, shall be subject to the condition that the use only takes place in the premises of the Library of Dresden University of Music.
- 2.3 Anyone who wants to borrow library materials must be an authorised User. A library card is needed in order to borrow library materials. Authorisation as a borrower is required by the following:
 - anyone who wants to use library materials outside the Library's premises,
 - anyone who wants to procure materials from external libraries.
- 2.4 The following personal details are necessary for authorisation:
Name, address, nationality, date of birth, name of legal representative and his/her signature (for minors).
- 2.5 Authorisation to use the Library is granted automatically when a student matriculates at Dresden University of Music, in accordance with § 2 Matriculation Regulations. The authorisation shall be deemed to be cancelled when the User is no longer a member of Dresden University of Music or the *Sächsisches Landesgymnasium für Musik*.
- 2.6 When an application for authorisation to use the Library is refused, the applicant shall be informed of the reasons for the refusal – in writing on request.

3. Registration

- 3.1 Students must provide identification in the form of their student ID card, persons who are not members of the university in the form of a personal ID card or passport and residence certificate.

Minors must provide written consent from their legal representative. The latter must, at the same time, undertake to make a payment in the event of a claim and with respect to any accruing charges.

- 3.2 Government departments, legal entities, institutes and companies must apply for authorisation to use the Library in writing. The application must be signed by the authorised representatives and furnished with the official or company stamp. The Library must be informed of the withdrawal of the authorisation to act as a representative immediately.

4. Library card

Anyone who is authorised as a borrower receives a library card that has a fixed term for the period of his/her studies or employment and is not transferrable. The loss of the library card must be reported immediately. The User shall be liable for any damage that arises from misuse of the library card for which he/she is responsible.

5. Acknowledgement of the User Regulations

The User Regulations must be brought to the attention of the User. By signing the application for authorisation to use the Library, the User acknowledges the User Regulations.

6. Use

- 6.1 The non-borrowable library materials and the Library's catalogues may only be used within the Library. For the use of computer screens, audio-visual devices etc., the Library shall provide special workstations. The use of these devices and workstations is possible during the Library's opening hours. Users must be quiet in the Library, out of respect for the other Users.
- 6.2 The available library materials can be borrowed for use outside the Library. Exceptions are:
- items from storage for which borrowing must be limited for their preservation and protection,
 - all reference materials. For the short-term loan of these works in exceptional cases, special conditions shall apply, which the Library shall specify in the individual case or for a number of similar cases. The use of literature that was procured in an interlibrary loan is bound by the conditions of the lending Library.
- 6.3 Media of all kinds shall be borrowed free of charge upon presentation of the library card.
- 6.4 The Library is entitled to limit the number of volumes issued to a User at any one time to 20 works.

7. Reservation

The User may place a reservation for media that are on loan. The Library may demand reimbursement of the postage costs for the notification. The User may reserve books him/herself using the online catalogue (WebOpac).

8. Loan periods

The loan periods are:

Books:	28 calendar days
Sheet music:	84 calendar days
AV-media:	7 calendar days
Magazines:	7 calendar days

- 8.1 The loan period may be reduced by the Library for certain media; a renewal is not possible in this case.

The Library shall be entitled to demand borrowed media back at any time.

The media may be renewed once before the loan period expires by telephoning the Library, on written request, or via the Library's online catalogue on the Internet, unless it has been reserved by another User. In the event of a written request, the numbers of the borrowed media and the library card number must be provided. If a renewal is applied for more than once, the library materials must be presented for all further renewals, after the first renewal.

Anyone who goes on a journey must ensure that borrowed library materials are returned before the expiry of the respective loan period.

- 8.2 Loan for the User's work

For their work, members of the faculty can be provided with library materials as a long-term loan. A loan of these volumes is possible through the Library.

9. Interlibrary loan

The Library may order literature that is not available in the Library, at the request of the User, from other libraries as a German or international interlibrary loan, in the original or as a copy. In this context, it shall be bound by the applicable provisions of the Interlibrary Loan Regulations of the German Libraries and the corresponding international agreements.

For such processing, a fee must be paid within the Regulations on Fees and Charges of Dresden University of Music.

10. Treatment of the borrowed media, liability

The User is obliged:

1 To treat the media with care, to protect them from changes, soiling and damage, and to ensure that they are not misused,

2 To check the media for recognisable defects and completeness before borrowing them, and to inform the library staff of these defects. If he/she neglects to do this, it shall be presumed that he/she has received the work in an undamaged condition. The Library shall not be liable for damages that arise as a result of the use of the borrowed media.

The User may not use borrowed AV media for public performances. The User or his/her legal representative shall be liable to the university for claims based on the copyright of third parties that arise from the infringement of this provision. He/she must indemnify the university from claims of third parties. Borrowed media may not be passed on to third parties. Users in whose residence a declarable transmissible disease occurs may not use the Library during the period when there is a risk of infection. Media that are already on loan may only be returned after disinfection, for which the User shall be responsible.

The loss of borrowed media must be reported to the Library immediately.

- 10.1 The User is obliged to check all media out/in when they are borrowed or returned and to return all borrowed media punctually and unsolicited.

If the User does not return borrowed media after the expiry of the loan period, in spite of a request, the Library shall be entitled to demand compensation instead of the return of the borrowed media.

- 10.2 The User must provide compensation for the loss or damage of borrowed media. In the event of a loss or a damage impairing use, compensation shall be, in the first instance, a replacement purchase at the original value. If no replacement can be purchased within three months after notification, the Library shall be entitled to demand a monetary payment to the amount of the replacement value or, in a justified individual case, to have an unbound copy produced at the expense of the User. If bookbinding work is necessary, this shall be settled with a fee in accordance with the Regulations on Fees and Charges of Dresden University of Music.

If library materials that are reported as lost are subsequently returned, the User shall have a right to the replacement copy or the copy that has been produced in the meantime. In the case of children and teenagers up to the age of 18, the legal representative shall be liable for the return and the loss or the damage of borrowed media.

- 10.3 The registered User shall be liable for damages that arise as a result of the misuse of the library card. In the case of children and teenagers up to the age of 18, the legal representative shall be liable. The loss of the card must be reported to the Library immediately, in order to avoid further abuse.

11. User charges

Use of the Library is free of charge.

Charges and reimbursement for expenses shall be levied for certain official acts, reminders and special services, in accordance with the Regulations on Fees and Charges of Dresden University of Music. The Library may demand an advance payment if applicable.

Charges for issuing a replacement library card, interlibrary loan charges, reservation charges, processing charges and overdue fines shall be governed by the Regulations on Fees and Charges of Dresden University of Music. Charges shall be due immediately.

11.1 Reimbursement of expenses

The User must reimburse expenses of the Library that have arisen as a result of an activity of the Library requested by him/her.

11.2 Collection, overdue fines

1 An overdue fine must be paid for media that are not returned after the expiry of the loan period.

2 The overdue fine shall be governed by the Regulations on Fees and Charges of Dresden University of Music and shall, if applicable, be enforced through legal action.

3 Legal action shall also be taken with respect to borrowed media after the loan period has been exceeded.

12. Right of exclusion

Persons who infringe the provisions of the present User Regulations may be partly or entirely excluded from use of the library. As long as a borrower does not comply with the request to return borrowed media or does not pay charges that are owed, the Library shall be entitled to cease loaning further media to him/her and, to this end, to block his/her user account until these obligations have been fulfilled.

13. House rules

13.1 Each User must behave such that no other User is restricted in his/her legitimate rights, and the operation of the Library is not obstructed.

13.2 The Library shall not be liable for lost property.

13.3 Smoking, eating, drinking, speaking on a mobile telephone and disruptive behaviour shall not be permitted in the Library.

13.4 Animals – with the exception of guide dogs – may not be taken into the Library. The User must put outer garments, umbrellas and bags that exceed the format DIN A4 in a locker. The lockers may only be used until the Library is closed on the same day. Lost property must be handed into the staff of the Library.

13.5 The staff of the Library have the right to ban people from entering the Library premises.

14. Data privacy

The legal basis of the data processing by the Library for students is § 14 Saxon University and College Act, and in other respects the Saxon Data Protection Act.

15. Lockers that have not been emptied

The Library is entitled to empty lockers that have not been cleared on time. The removed items shall be treated as lost property.

16. Entry into force

The present User Regulations shall enter into force on 1st January 2015. At the same time, the User Regulations of 26th January 2012 shall cease to be in force.

Overview of loan periods and overdue fines

Service	EUR
Replacement of a card	
Adult (to be paid at the student office for university members)	15.00
Children and teenagers up to the age of 18	15.00
Special usage fees	
Each interlibrary loan	1.50
For the processing of a replacement medium	15.00

Medium	Loan period (no grace period)	Overdue fine in the event of the loan period being exceeded
Books, media packs, CD ROMs, (with appropriate labels)	28 calendar days	€ 1.00 per item for each week begun
Sheet music, sheet music with CDs, performance materials	84 calendar days	€ 1.00 per item for each week begun
Music CDs, DVDs, Blu-Rays	7 calendar days	€ 1.00 per item for each CD/DVD/Blu-Ray box for each week begun
Magazines	7 calendar days	€ 1.00 per item for each week begun

Information on extending the loan period

The media may be renewed once before the loan period expires by telephoning the library, on written request, or via the library's online catalogue on the Internet, unless it has been reserved by another user. In the event of a written request, the numbers of the borrowed media and the library card number must be provided. If a renewal is applied for more than once, the library materials must be presented for all further renewals, after the first renewal.

Contact

Website

<http://www.hfmdd.de/hochschule/einrichtungen/bibliothek/>

E-mail renewals:

Bibliothek@hfmdd.de

Postal address

Wettiner Platz 13
01067 Dresden
T 0351/4923-615