

# Library Regulations

Users of Passau University Library ("the Library") must abide by the rules and regulations laid down in the Allgemeine Benutzungsordnung der Bayerischen Staatlichen Bibliotheken (ABOB), as amended on 18 August 1993 (GVBl p. 635).

The regulations are described in detail below and apply to all Library facilities and services.

## 1. Access to the premises

Users may only enter or be present on the premises during the Library's opening hours.

## 2. Conduct while in the Library

Users should behave in such a way that they do not:

- infringe upon the rights of other Library users
- physically obstruct or endanger others
- impede or disrupt the operation of the Library
- cause damage to books, other media and Library property in general

All Library premises are quiet zones: users should avoid making noise while in the Library, particularly when entering and leaving the reading rooms.

## 3. Animals

Animals other than assistance animals may not be brought onto the Library premises.

## 4. Personal effects

You may not bring bags, briefcases, or other containers into the Library. This does not apply to laptop covers, baskets and bags which have been approved for use in the Library by the Director of Library Services.

The lockers in the foyer should be used to store bags, briefcases and other personal effects while in the Library. Library users should remove their belongings from the lockers when leaving the Library. Failure to do so will result in a fine; for details on this policy, consult the separate *Regulations on Locker Use*. Please note that the lockers and coat racks in the foyer are not monitored.

## 5. Consumption of food and drink

Users are not permitted to bring and to consume food in the reading rooms and on the Central Library premises. You may bring non-alcoholic beverages in closed, leak-proof containers onto the premises. These should be kept tightly closed and only opened when drinking. You are not permitted to pour the beverage into an open glass, cup or other open container while in the Library. The Library Lounge has a separate policy on food and drink; please refer to the posted regulations for the Library Lounge.

## **6. Use of personal electronic devices**

Users are permitted to use **notebook computers** in the reading rooms and in the Central Library, provided the speakers are turned off. However, notebook computers are not allowed in the non-Notebook zones ('Laptopfreie Zone') in the reading rooms.

**Mobile phones** are only permitted in the reading rooms and the Central Library if set to mute or silent; users should not set their telephone to 'vibrate'. Users are not permitted to answer calls or start a telephone conversation in the vicinity of the reading rooms. Library staff are authorised to instruct users who cause a disturbance to other users with their mobile phones or other electronic devices to leave the reading rooms.

## **7. Reserving desks**

Users are not permitted to reserve desks in the reading rooms for extended periods of time. Users who wish to leave their desk temporarily, e.g. to take a short break, should use a so-called '*Pausenscheibe*' to indicate the time they leave their desk. Other users may use the desk if there is no Pausenscheibe or if the previous user has been away for more than 60 minutes.

## **8. Duty to exercise care; compensation for damages; liability on the part of the Library**

Users should handle books and other Library property carefully and protect them from damage. Damage includes stains, annotations of any kind (e.g. to mark text passages or correct errors), or the creasing or folding of pages, cards and other documents.

Users should return books and other media to their assigned place after use as a matter of courtesy to other users. Users who are found to be deliberately placing books and other media in the wrong place may be temporarily banned from using the Library.

Users are liable for damage to or loss of any of the Library's media, even if the loss or damage occurred through no fault of their own.

The Library is only liable for the damage to or loss of items belonging to users if the loss or damage was brought about intentionally or by gross negligence on the part of the Library.

## **9. Leaflets, posters and other advertising and information materials**

Advertising and information materials to be placed in or attached to the provided areas require prior approval by the Director of Library Services.

## **10. Lost property**

Any lost property found on the premises should be handed in to the Library desk. Lost property and any items removed from the lockers outside the opening hours are handed over to Facilities Management after a set period.

## **11. Checks, identity documents**

The Library has the right to install monitoring equipment and the Library staff are authorised to carry out spot checks. In particular, Library staff may inspect any items brought onto the Library premises. Library users should provide legal identity documents if requested to do so by Library staff.

## **12. Filming and photography**

All filming and photography on the Library premises requires prior approval by the Director of Library Services.

## **13. Instructions from Library staff**

The Director of Library Services has the authority to instruct users to leave the library. This authority can be delegated to others.

Users must follow instructions given by the Library staff.

Users who infringe upon these regulations or fail to follow the instructions of the Director of Library Services or duly authorised staff may be removed from the Library premises or, in the case of serious or repeated transgressions, be banned temporarily or permanently from using the Library.

Passau, 6 September 2019



Dr. Steffen Wawra  
Director of Library Services