

# Library Regulations

## § 1 General information

(1) These Regulations for the use of the ISTA Library (henceforth: Library Regulations) govern the use of the Library of ISTA (henceforth: Library).

They apply to all locations and services of the Library and Archive Services unit, with the exception of any specially regulated areas.

(2) The Library's holdings comprise all its physical, digital and electronic information resources.

The holdings of the ISTA Library are the property of ISTA.

(3) We distinguish between the following user groups:

- a) Students and staff members of ISTA (Staff Users)
- b) Visiting scientists & interns of ISTA (Visitor Users)
- c) Persons working in the Technology Park (TechPark Users)
- d) Students and researchers from other scientific institutions in Austria (External Users) and partners and children of Staff Users
- e) ISTA Alumni who still work on an ISTA related project (External Users) with a support letter from the research group

(4) The Library offers following services:

For all users

- provision of its holdings for local usage
- Book Scanner
- provision of reading rooms and infrastructure

For TechPark Users, Visitor Users and Staff Users:

- Borrowing of items

For Visitor Users and Staff Users:

- access to electronic resources
- acquisition, indexing and provision of information resources for research, studying and teaching
- provision of information using worldwide data networks (e.g. the Internet) and databases
- free document delivery for users from ISTA
- training to develop information literacy

## § 2 Using the Library

(1) Rooms of the Library that are open to the users, including reading rooms and open-shelf areas, can be accessed during the Library's opening hours, outside the opening hours ISTA users can get access with their access card.

(2) Anybody working for ISTA, visiting interns and research and students or researchers from other Austrian universities or research institutions have access to use the services of the ISTA Library.

(3) Any person entering the premises of the Library or using its services has to comply with the Library Regulations as amended, including any annexes.

## § 3 Opening hours and services

The relevant websites, notices or information leaflets provide information about the opening hours of the Library and the period of availability of individual services.

## § 4 Electronic resources

(1) The use of and access to electronic resources (e.g. databases, e-journals, e-books) is subject to the licensing agreements of the relevant providers and publishers.

(2) Users of the Library who are not members of the ISTA may use electronic resources on the Library's premises, provided that the license terms of the publisher/provider allow it.

## **§ 5 Access Card for external users**

TechPark and External Users can get a guest access card. The access card is valid for one year and the validation can be extended as long the necessary criteria are met. The card remains the property of ISTA and must be returned when it is no longer required.

## **§ 6 Film and television recordings, events, advertisement**

(1) Film and television recordings, photo shoots as well as events taking place on Library premises require the written approval from the Institute, the communication division of ISTA has to get involved. The Library has to approve advertising activities, such as the distribution of flyers or putting up posters.

(2) The written approval specified in para. 1 may be subject to a charge. Personnel costs and expenses incurred to the Library due to the activities specified in para. 1 will be passed on. Moreover, the campus rules of ISTA apply.

## **§ 7 Violations of the Regulations for the Use of the Library**

The Library may take the following measures if the user violates the Library Regulations: Verbal or written warning. The Library reserves the right to document any warnings issued in writing in internal documents.

The Library may partially limit or revoke the user's rights

## **§ 8 Disclaimer**

(1) The ISTA is not liable for any damages caused by incorrect, incomplete, delayed or cancelled services provided by the Library.

(2) The ISTA is not liable for any data loss or damage to private equipment brought along,

(3) The ISTA Library does not check data storage media for defects. Therefore, it gives no warranty and assumes no liability for damage (e.g. data loss, damaged devices) caused by their use.

(4) Users have to comply with the relevant copyright provisions and other intellectual property rights. Therefore, users undertake to compensate the ISTA for any costs incurred in connection with court or extrajudicial legal disputes, regardless of their title, arising due to their unlawful use of the information media. Thus, users undertake to indemnify and hold harmless the ISTA from and against any claims.

## **§ 9 Data protection**

The privacy policy of ISTA provides information about the handling of personal data.

## **§ 10 Entry into force**

This regulation enters into force on 15 June 2022.

## **Appendix**

Regulatory rules and safety regulations

Using the ISTA Library is subject to the campus rules of ISTA and the following additional provisions:

(1) Users have to comply with the instructions given by Library staff and other persons appointed by the head librarian.

(2) Users have to treat the holdings, inventory and premises of the Library with utmost care.

(3) Users must refrain from any disturbing or dangerous behavior on the premises of the Library. Escape routes must be kept clear.

(4) Users may not bring along objects that could endanger other people, the Library holdings or the Library inventory. Users may not leave unattended any objects they bring along.

(4) Eating, drinking in all areas with a carpet, smelling food and using the telephone is generally not permitted.

(5) The Library passes lost property to the lost property office of ISTA if the market value of the found item exceeds EUR 10.00, or if it is evident that it is very important for the person who lost the item to reclaim it.