

Regulations on Charges for the University Library of the Hamburg University of Technology (TUHH)

(This English translation follows the German Text of Law.)

The Board agreed the following Regulations on Charges for the University Library of the Hamburg University of Technology (TUHH) on the basis of section 6b, paragraph 2 and section 79, paragraph 2, subsection 2, number 3 of the Hamburg Higher Education Act (HmbHG) of July 18, 2001, last amended on November 16, 2016 (HmbGVBl., p. 472) on 23-02-2017 after consultation with the TUHH Academic Senate as per section 85, paragraph 1, number 13 HmbHG of 22-02-2017.

Section 1

Exemption from charges and levying charges

- (1) Use of the University Library (TUB) and its items is fundamentally free of charge. Here, “item” refers to every individual volume or every work or object that can be loaned or used as a physical unit.

- (2) Matters for which charges are due and the amount charged are listed in the Table of Charges attached to these regulations. ²Beyond this, the current valid version of the Regulations on Charges at the TUHH shall apply.

Section 2

Special expenses

- (1) The following are charged as special expenses:
 1. Costs for express delivery, shipping services, guarantees, packaging and other additional expenses.
 2. Amounts to which other institutions are entitled for their work, in particular
 - a) Third party fees, particularly database providers
 - b) Fees for regional and supra-regional delivery services in accordance with the specification of the supplying library, particularly for international interlibrary loans, or as per the provisions of the document delivery services
 - c) Costs for determining a library user’s address

Beyond this, special expenses are derived from the Table of Charges.

- (2) A flat rate for expenses is raised for ordering library items via interlibrary loans. ² The amount of the flat rate is determined by the Interlibrary Loan Regulations in the Federal Republic of Germany (Leihverkehrsverordnung, LVO), dated 19-09-2003, in the valid version.

Section 3
Non-returns and damages

- (1) If a library item or parts thereof have to be replaced or repaired because the item was not returned following a third reminder, or if it was damaged, the user must pay the costs for replacement or repair. ² Additionally, a processing charge per library item is levied as per the annex. ³ Imposing these charges does not affect the library's right to seek compensation.
- (2) Compensation for lost value and a processing charge are also raised if a library item can no longer be bought or a new acquisition is not completed for other reasons.
- (3) The charges and compensation paid cannot be reclaimed if the item is later returned.
- (4) Paragraphs 1 to 3 shall also apply where the replacement occurs due to intentional or grossly negligent damage or contamination of a library item or library equipment.

Section 4
Retention of income

The charges levied remain with the TUB as its own income for fulfilling its duties.

Section 5
Transitional arrangement

Where charges arose before these regulations came into effect, the legal regulations in force at the time that the charges arose shall apply instead.

Section 6
Final provisions

These regulations come into effect on 01-04-2017.

Hamburg, date

Hamburg University of Technology (TUHH)

Annex

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Number	Service	Charge in euro
1.	Issuing a library card	
1.1	For students of state universities in the Federal Republic of Germany, academic staff of Hamburg universities, the Helmut Schmidt University of the Federal Armed Forces Hamburg or the Protestant University of Applied Sciences - School of Social Work (Evangelische Hochschule für Soziale Arbeit & Diakonie), as well as pupils of the public school system	free of charge
1.1.2	For persons not listed in 1.1 for a period of	
1.1.2.1	12 months (annual library card)	20
1.1.2.2	6 months (six-month library card)	13
1.1.2.3	1 month (one-month library card)	5
1.1.3	for legal persons for a period of 12 months (annual library card) Only annual library cards are provided.	80
1.1.4	For apprentices, those completing service as per the German Federal Volunteer Service Act of April 28, 2011 in the valid version or as per the Youth Voluntary Services Act of May 16, 2008 in the valid version, as well as recipients of social welfare and unemployment benefit for a period of 12 months (annual library card). Only annual library cards are provided.	5
1.1.5	Replacement library card (applicable to all user groups)	10
1.2	Recall notice where the loan period as per the borrowing slip or catalogue number has been exceeded (overdue charge)	
1.2.1	from the first day for one week	1
1.2.2	from the second week, an additional	2
1.2.3	from the third week, an additional	5
1.2.4	from the fifth week, an additional	10
2	Ordering works or copies via interlibrary loans by order slip or electronic order, regardless of success	
2.1	interlibrary loans within Germany	1.50
2.2	international interlibrary loans	3.20
2.3	Additional costs of varying amounts that arise due to the demands from supplying libraries are to be paid as special expenses. Additional costs that arise at the instigation of the library user (e.g. express delivery costs) are to be paid by the library user.	at cost
Number	Service	Charge in euro
3	Administration costs	
	For clearing lockers that were used beyond the agreed time (per locker)	10
4	Administration costs for losses	
4.1	For works or objects lost by the library user, per library item	30
4.2	Loss of a computer-readable data storage device from an interlibrary loan.	5