

## Hochschulen

6168.

**Änderung der Beitragsordnung der Studentenschaft des Fachbereichs Angewandte Sprach- und Kulturwissenschaft der Johannes Gutenberg-Universität Mainz in Germersheim**

Vom 8. Mai 2002

Das Studentenparlament des Fachbereichs Angewandte Sprach- und Kulturwissenschaft der Johannes Gutenberg-Universität Mainz in Germersheim hat aufgrund § 106 Abs. 3 Satz 1 des Universitätsgesetzes (UG) die folgende Änderung der Beitragsordnung beschlossen. Diese Änderung hat der Minister für Wissenschaft und Weiterbildung mit Schreiben vom 22. April 2002, Aktenzeichen 1535-52/332-2/41 (1), genehmigt; sie wird hiermit bekannt gemacht:

### Artikel 1

Die Beitragsordnung der Studentenschaft des Fachbereichs Angewandte Sprach- und Kulturwissenschaft der Johannes Gutenberg-Universität Mainz in Germersheim vom 22. Juni 1982 (StAnz. S. 614), geändert durch Änderung der Beitragsordnung vom 28. Februar 1986 (StAnz. S. 321), vom 20. Juni 1989 (StAnz. S. 701), vom 2. September 1994 (StAnz. S. 1006), vom 4. Februar 1998 (StAnz. S. 294) und vom 29. Dezember 1999 (StAnz. S. 136), wird wie folgt geändert:

§ 2 erhält folgende Fassung:

„Der Beitrag beträgt pro Semester 23,50 Euro. (Darin enthalten ist der Beitrag von 13,50 Euro zur Finanzierung des Semestertickets).“ \*

### Artikel 2

Diese Änderung der Beitragsordnung tritt am Tage nach der Bekanntmachung im Staatsanzeiger für Rheinland-Pfalz in Kraft. Sie gilt erstmals für das Wintersemester 2002/2003.

Germersheim, den 8. Mai 2002

Johannes Gutenberg-Universität  
Mainz D. H e i n r i c h

## Part I Organization

### Art. 1

#### Scope of Application

This order on organization and use applies to the University Library in Trier, Birkenfeld and Idar-Oberstein of the Trier University of Applied Sciences.

### Art. 2

#### Structure of the University Library

(1) The University Library is a central institution according to Art. 76 para. 2 FHG. It is under the responsibility of the Senate. It is subdivided into the location libraries Trier and Birkenfeld as well as the department library at Idar-Oberstein. This department library is assigned to the location library Trier.

(2) The University Library contains all literature (in the various media forms) that is procured for teaching, study, research and further education. This also includes holdings that are left to the University Library by third parties.

(3) The Senate forms a library committee in accordance with Art. 59 FHG.

(4) The head of the central institution is the full-time director of the location library in Trier. The head person is bound by the decisions of the library committee. He or she represents the University Library at professional library conferences and advises the committees of the Trier University of Applied Sciences in accordance with Art. 64 para. 5 FHG in all questions concerning libraries and information.

### Art. 3

#### Employees and Resources

(1) The full-time director of the respective location library shall make decisions according to Art. 76 para. 4 FHG on the use of its employees and the funds allocated to it by the Senate for material expenses and student assistants.

(2) The full-time director of the respective location library shall manage the funds allocated to him or her by the Senate for media procurement.

### Art. 4

#### Library Committee of the Trier University of Applied Sciences

(1) The library committee of the Trier University of Applied Sciences is composed of the following voting members:

- one person per department according to Art. 28 para. 2 No. 1 FHG. The persons are proposed to the Senate by the departments, together with a voting representative
- two persons according to Art. 28 para. 2 No. 2 FHG
- one person according to Art. 28 para. 2 No. 3 FHG
- the full-time directors of the location libraries by virtue of their office.

(2) The members according to paragraph 1 no. 1 and 3 are elected by the Senate for the duration of 3 years, student members for the duration of 1 year. Re-election is allowed. The library committee elects a chairperson from among its members.

(3) Meetings are convened and chaired by the chairperson of the library committee. A meeting shall take place at least once a semester. At the request of at least three members of the library committee, the chairperson shall convene a meeting within four weeks.

### Art. 5

#### Tasks of the Library Committee of the Trier University of Applied Sciences

- (1) The tasks of the library committee are:
- Participation and coordination regarding the continuous allocation of funds for an adequate expansion of the media collection of the University Library,
  - the provision of data and recommendations of the Trier University of Applied Sciences on the long-term and annual expansion of the library in terms of staffing and equipment,
  - the coordination of procurement requests and the monitoring of the collection to ensure a balanced offering of media for each department and all specialist areas,
  - the creation of guidelines for developing the media inventory and the use of information technology,
  - the preparation of a draft of necessary amendments and additions to the order on the organization and use of the University Library of Trier University of Applied Sciences.
  - the establishment of guidelines for the content indexing of the media.

(2) The result of the discussion on paragraph 1 No. 5 shall be submitted to the Senate of the Trier University of Applied Sciences for resolution. The remaining points are regulated by the library committee in accordance with Art. 59 FHG under its own responsibility.

### Art. 6

#### Tasks of the University Library

(1) The University Library of Trier University of Applied Sciences procures, records and indexes the literature collection in accordance with Art. 2 para. 2 and makes it available for use.

(2) The tasks of the University Library include the supply of literature and the provision of information through information from catalogues, bibliographies, literature collections and other sources of information (e.g. electronic journals, electronic books, internet, databases). The University Library is responsible for the provision and adaptation of appropriate technical equipment.

(3) In order to improve its range of services, it uses third-party services from other library, information and documentation institutions, particularly, by participating in national catalogues. It participates indirectly in the national German interlibrary loan system and makes its inventory data available to the network and, if necessary, to other general catalogues.

(4) The University Library serves primarily to supply the members of the Trier University of Applied Sciences. In so far as this task is not impaired, it also serves third parties with its media, in particular in the service of professional development.

### Art. 7

#### Media Selection and Procurement

(1) The departments address their procurement proposals to their respective appointed member of the library committee, who gives them to the University Library for further processing. The acquisition of library-related and general reference works is the responsibility of the respective full-time director of the location library.

6169.

## Order on the Organization and Use of the University Library of the Trier University of Applied Sciences

### (Library Order)

from May 7<sup>th</sup> 2002

On the basis of Art. 5 para. 2 No. 5 and Art. 63 para. 2 No. 3 of the Fachhochschulgesetz (FHG) from February 6<sup>th</sup> 1996 (GVBl. p. 71), last amended by Article 35 of the Act from February 6<sup>th</sup> 2001 (GVBl. p. 29), BS 223-9, on January 30<sup>th</sup>, 2002 the Senate of the Trier University of Applied Sciences has passed the following order on the organization and use of the University Library of the Trier University of Applied Sciences (Library Order). This order has been approved by The Ministry for Education, Science, Continuing Education, Research and Culture by letter of April 16<sup>th</sup> 2002, 1531 Tgb. No. 240/99. It is hereby made public.

(2) The full-time director of the respective location library is responsible for handling all media procurement. He or she records the expenses and prepares regular interim invoices for the departments.

#### Art. 8 Media Indexing

The member of the library committee appointed by each department decides together with the director of the University Library on the question of indexing and the content allocation of the media.

#### Part II Use

#### Art. 9 Approval and Use

(1) The media provided by the University Library are available to the members of the Trier University of Applied Sciences as well as the public, as laid out in Art. 6 para. 4.

(2) Every user must register personally in order to be allowed to use the loan system. Registration is only possible in conjunction with a valid

1. Student ID card for students of the Trier University of Applied Sciences,
2. Identity card or passport with official confirmation of registration for third parties with German citizenship,
3. Passport for third parties with European Union citizenship,
4. Passport and residence permit for third parties with citizenship of other countries,

(3) Approval for third parties is generally granted for use inside and outside the library (full use). In justified cases, the director of the University Library may restrict the approval of third parties to use within the library premises (partial use).

(4) Changes of name and address as well as the loss of a user card must be reported to the library immediately. A fee will be charged for the reissue of a user card in accordance with the Special Fee Schedule of the Ministry of Science, as amended.

(5) Students of the Trier University of Applied Sciences must return all borrowed media before de-registration. All other members of the Trier University of Applied Sciences must return all borrowed media before leaving their position. In both cases, the University Library issues a discharge after return of the media.

#### Art. 10 Fees

(1) The use of the University Library is free of charge. Late payment and administration fees are charged in accordance with the Special Fee Schedule of the Ministry of Science, as amended. A special notice board serves to inform library patrons about the amount of the respective applicable late fees and interlibrary loan fees.

(2) Late fees are also due without receipt of a reminder.

(3) As long as users are late with the return of media or have not paid any late fees owed, they may be denied further lending.

(4) A receipt for paid fees will be issued to users upon request.

(5) Costs and fees incurred in German interlibrary loan transactions through the making of copies or through the special transmission of information subject to charges or fees shall be borne by the user.

#### Art. 11

**Acknowledgement of the Rules of Use**  
This order on the organization and use of the University Library of Trier University of Applied Sciences (Library Order) will be posted.

#### Art. 12 Opening Hours

(1) The opening hours of the University Library shall be determined by the President in consultation with the Director of the University Library. The University Library can only be used during its general opening hours.

(2) The opening hours are announced in the personnel index and course catalogue as well as on the notice board.

(3) The university library may be completely or partially closed for short periods for necessary reasons.

#### Art. 13

##### Loans

(1) The collections of the University Library are generally offered as open access collections. Important parts of the University Library are kept as a reference library and cannot be checked out.

(2) The loan period is 21 days and can be extended accordingly. Media whose loan period has been extended must be returned before the end of this period at the request of the University Library. Books pre-ordered by other library users will not be renewed. Special loan period regulations for the lecture-free period can be announced on the notice board.

(3) The location library Trier makes its holdings available to the locations Idar-Oberstein and Birkenfeld in an internal loan service. The receiving library is responsible for the proper further borrowing and the proper return.

(4) The periods specified in the interlibrary loans order apply to German interlibrary loan transactions.

(5) The media must be returned to the same location from where they were borrowed.

(6) It is not permitted to borrow media in someone else's name.

(7) An audit of the University Library usually takes place every two years. It is ordered by the President in consultation with the director of the University Library. For this, all borrowed media must be presented.

(8) Borrowed media can be pre-ordered. Notification can be made at the orderer's request and expense. If a pre-ordered medium is not collected within a period of seven days, it will be made available to other users.

#### Art. 14 Short-Term Loan

(1) Items from a reference collection may be checked out during the closing times of the University Library (evenings, weekends, holidays). The short-term loan takes place

at the earliest, half an hour before the library closes. The media must be returned on the following opening day by 9.00 a.m. at the latest.

(2) Journals and newspapers can also be borrowed for a limited short-term loan of a maximum of two hours during opening hours.

#### Art. 15 Lending Restrictions

In addition to the marked reference holdings, other works may be excluded from lending in the respective location libraries. These restrictions will be posted on site.

#### Art. 16 Duplications and Copies

When using the copy devices provided by the Trier University of Applied Sciences, the user is responsible for compliance with all copyright regulations.

#### Art. 17

##### Rights and Obligations of the User

(1) Users of the University Library with approval in accordance with Art. 9 of these regulations have the right to use the media of the University Library within the framework of this order. After literature searches, the hit results can be printed out.

(2) Users are obliged to observe this order and the provisions issued for their execution, to identify themselves upon request and to follow instructions issued by library staff. They are liable for damages resulting from non-compliance with these obligations.

(3) Bags, coats, umbrellas and luggage may not be taken into the University Library. They are to be kept in the cloakroom area. Animals are not allowed. Books taken into the library from the outside must be clearly presented at the lending desk.

(4) Smoking, eating and drinking are not allowed in the University Library. All reading areas of the University Library must be kept as quiet as possible.

(5) The University Library's media must be handled with care. Underlining, writing in books and other damages are not permitted.

(6) A passing on of the borrowed media to third parties is not permitted.

(7) In the event of loss of or damage to a medium or other work equipment or objects, the user shall pay compensation.

(8) Anyone who violates these regulations may be temporarily excluded from using the University Library by the director of the University Library. Art. 65 para. 7 FHG shall remain unaffected by this.

#### Art. 18 Entry into Force

This order shall enter into force on the day following its publication in the Government Gazette of the State of Rhineland-Palatinate. At the same time, the regulations on the organization and use of the library of the department Trier of the University of Applied Sciences dated April 17<sup>th</sup> 1985 (StAnz. p. 878, amended 1986 p. 714) will cease to be in force. Trier, May 7<sup>th</sup> 2002

The President  
of the Trier University of Applied Sciences  
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