

Official Notice

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Fee Policy for the University Library at RWTH Aachen University

10 October 2010

RWTH Aachen has enacted the following fee policy based on §5 Para. 1 of the Act governing Tuition Fees and Higher Education Charges of North Rhine-Westphalia (*Studienbeitrags- und Hochschulabgabenverordnung - StBAG-VO*) of 6 April 2006 (GV. NRW. 2006, p. 157), which was last changed by the amendment of 14 December 2009 (GV. NRW. 2010, p. 13), and §29 Para. 4 of the Act governing Higher Education (*Hochschulgesetz – HG*) of 31 October 2006 (GV. NRW. 2006, p. 474), which was last changed by Article 2 of the Act governing the Establishment of Higher Education Institutions for the Health Professions in North Rhine-Westphalia from 8 October 2009 (GV. NRW. 2009, p. 516).

§1
Basic principles

- (1) These fee regulations are valid for the central university library (BTH) and for the various faculty and institute libraries. Instructions for using the library are included in the library's usage policies.
- (2) It is generally free of charge to use the libraries.
- (3) Users will incur charges if they use particular library services or return books or other media items late.
- (4) Loan periods are set out in the relevant usage policies, displayed in the library or published on the library website.

§2
Library card

- (1) If the usage policy require users to have library cards, these will be provided free of charge.
- (2) Lost or damaged library cards will be replaced at a cost of €10.

§3
Late returns

- (1) Users will be required to pay a fine if they return a book or other media item late. This fine is first due on the day after the loan period expires and amounts to the following for each piece of media.
 - Returned up to ten days late €2
 - Returned up to 20 days late€5
 - Returned up to 30 days late€10
 - Returned over 31 days late €20
- (2) Users returning an item borrowed on short-term loan will be fined €2 per item per day.
- (3) If users return an item over 40 days late, or a short-term loan over 10 days late, the library may charge them for a replacement copy. In addition to this, users will be required to pay an administrative fee of €25 and the fine described in Para. 1.
- (4) Para. 1 to 3 also apply to other items and facilities that are temporarily made available to users.

§4

Damaged items and non-returns

- (1) If an item is partly or completely damaged and §3 Para. 3 is not valid, the user will be required to pay the costs of replacing the item and a €25 administrative fee.
- (2) If a media item or a part of a media item is not returned and §3 Para. 3 is not valid, the user will be required to pay the costs of replacing the item and a €25 administrative fee.
- (3) Para. 1 and 2 are valid for other items and facilities that are temporarily made available to users.

§ 5

Interlibrary loan

An administrative fee will be charged for all media ordered via interlibrary loan. The amount charged is based on the applicable provisions contained in the *Ordnung des Leihverkehrs in der Bundesrepublik Deutschland* (Regulations on Interlibrary Loan in the Federal Republic of Germany) and on the supplementary provisions of the state of North Rhine-Westphalia.

§ 6

Written information

- (1) Written information, including any necessary research, will be charged at €13 for every fifteen minutes or part thereof of working time. Users must also reimburse the university for any costs incurred during this activity.
- (2) The fee payable according to Para. 1 can be waived if the request is in connection with work that serves scientific or regional historical purposes and that is aimed at publication, rather than serving mainly private or commercial interests.

§ 7

Other services

Special services (e.g. producing copies and reproductions) are subject to costs, which shall be set by the management of the respective library. The costs will be displayed in the library or online.

§ 8

Expenses

Expenses incurred by the libraries must be repaid.

§ 9

Maturity

Fees become payable at the point in time when they are incurred.

§ 10

Deferment, reduction and remission of fees and expenses

By way of exception, it is possible to apply for the deferment, reduction or remission of fees and expenses incurred if their payment would represent an undue hardship in the specific case. The management of the particular library decides on such cases.

§ 11

Entry into force

These fee regulations take effect on the day after they are published in the Official Notice of RWTH Aachen University.

Issued on the basis of the decision of the office of the Rector of Rheinisch-Westfälische Technische Hochschule Aachen (RWTH) of 30 September 2010, after approval by the university library steering committee of 8 July 2010.

The Rector
Of the Rheinisch-Westfälische
Technische Hochschule Aachen

In Aachen on

10/10/2010

_____ signed Schmachtenberg
Univ.-Prof. Dr.-Ing. E. Schmachtenberg