

**Fees for the University Library of the University of
Sustainable Development Eberswalde**
29.03.2017

In accordance with § 5 section 4 of the Act on the Universities of the State of Brandenburg (Brandenburg University Act - BbgHG) of 28 April 2014 (GVBl. I/14, no. 18) in the version of 1 July 2015 (GVBl. I/15, no. 18), the Senate of the Eberswalde University of Applied Sciences issued the following fee statute on 29 March 2017:

§ 1 Scope

Fees according to these statutes are charged by the University Library of the Eberswalde University for Sustainable Development (HNEE).

§ 2 Usage

- (1) The use of the university library of the HNEE is basically free of charge.
- (2) Each user receives a university library card free of charge. Students enrolled at the HNEE will use their GreenCard instead of their university library card.
- (3) If the university library card is lost, an administration fee of € 5.00 will be charged for the replacement. If the GreenCard is lost, fees will be charged in accordance with § 2 Section 1 Sentence 4 of the HNEE Fee Regulations.
- (4) In the event of default of return, loss of university library materials and services pursuant to § 3, fees shall be charged in accordance with these Statutes. Fees are due immediately. The university library of the HNEE can demand an advance payment. On request, it will issue receipts for fees paid.

§ 3 Advance orders and inter-library loan orders

- (1) Reservations are free of charge. Users shall bear the cost of notification if they cannot be informed electronically.
- (2) For orders in German interlibrary loan, a nominal fee of €1.50 per issued interlibrary loan order is charged. For international loan orders, the actual costs will be charged per loan order issued.
- (3) Costs and fees charged by the donating library as well as those arising from special forms of dispatch or value insurance and other exceptional costs shall be reimbursed by the users.

§ 4 Exceeding the loan period

- (1) If the loan period is exceeded, default fees will be charged without the need for a reminder or admonition by the HNEE university library.
- (2) The late fee per media item is €0.50 after 6 opening days, €1.50 after 11 opening days and €3.00 after a further 5 opening days. The maximum fee per media item is €5.00.
- (3) For media units borrowed at short notice, overnight or over the weekend, the late fee per media unit is €0.50 after 1 opening day, €1.50 after 2 opening days and €3.00 after 3 opening days. The maximum fee per media unit is €5.00.

§ 5 Replacement

- (1) If a medium damaged or not returned by a user has to be replaced or procured again, the costs of replacement or the costs in the amount of the determined value will be charged to the user. In addition, a fixed fee of € 15.00 per media unit will be charged for the special administrative expenses. This lump sum will not be refunded even if the library items are returned at a later date.
- (2) For the replacement of a lost or damaged data carrier in connection with a used work, a processing fee of €3.00 will be charged.

§ 6 Special right of use

For the granting of the right to make reproductions of rare library material for commercial purposes, a special agreement by the management of the HNEE University Library is required in which the amount of the consideration is determined. A specimen copy must be delivered to the HNEE University Library free of charge immediately after publication.

§ 7 Written information

A fee of €15.00 per hour or part thereof will be charged for the provision of written information requiring more than 30 minutes of work.

§ 8 Literature research

Independent research in free and licensed online databases as well as in OPAC is free of charge.

§ 9 Deferral, write-off and remission of fees and charges

- (1) Fees and costs may be deferred, waived or waived in accordance with the provisions of § 59 of the Landeshaushaltsordnung (LHO) of 21.04.1999 GVBl.I/99, [No. 07], p. 106 in the version of 10 July 2014 GVBl.I/99, [No. 07], p. 106.
- (2) For reasons of equity, in particular to avoid particular hardships, reductions in fees and exemptions from fees may be granted in individual cases. The decision on the initiation of corresponding procedures is made by the HNEE university management.

§ 10 Entry into force

These Statutes shall enter into force on the day following their publication in the Official Communications of the HNEE. The fee statute of the HNEE University Library of 01.03.2013 is thus suspended.

Eberswalde, 29.03.2017