



EBS Learning Center Regulations

The following Learning Center Regulations governing the use of EBS Learning Center have been approved by the university's Managing Director:

1. Legal status

- a) The relationship between EBS Learning Center and its users is governed by private law.
- b) On entering the Learning Center all users agree to observe the Regulations as set out below.

2. Purpose of the Learning Center

The Learning Center is a university library serving the needs of teaching, learning, research and, where appropriate, other academic work, executive education and the collection of factual information.

3. Users

- a) The Learning Center and its facilities are open to all members of EBS Universität.
- b) Members of other universities with a proven interest may also have access to the Learning Center upon request.

4. Admission to the Learning Center

- a) All members of EBS (faculty, research assistants, doctoral candidates, registered students, participants of Executive Education programmes) as well as guest lecturers and staff at EBS Universität have the right to use the Learning Center without any formal membership.
- b) For students and members of staff the student or staff identity card acts as the Learning Center membership card.
- c) All other users not belonging to EBS Universität are required to identify themselves by presenting an identity card or proof of personal identification with photo.
- d) All users are required to return all borrowed material at the end of the relationship. All outstanding obligations towards the Learning Center must be settled.



5. Opening hours

Learning Center opening hours will be posted on the University sites.

6. Use of Internet and IT resources

The Regulations of the SRH IT Solutions apply to the use of Internet, network systems, workstations, multifunctional and other devices (e.g. Bookeye scanner).

7. Making copies, downloading and other reproductions

Copies and downloads must be for the user's personal use only. It is the sole responsibility of the user to ensure compliance with legal requirements ([Gesetz zur Angleichung des Urheberrechts an die aktuellen Erfordernisse der Wissensgesellschaft-Urheberrechts-issensgesellschafts-Gesetz – UrhWissG \(1 September 2017\); in particular § 60 e „Bibliotheken“](#))

8. Learning Center holdings

- a) As a rule, Learning Center materials may only be used on the Learning Center premises. In justified, exceptional cases decisions will be taken by the Learning Center Management.
- b) Students may borrow Learning Center materials overnight. Loan periods and return times are posted on the University sites.
- c) Short loans may be refused in certain cases, if there are reasons to assume the user in question will not return the books on time.
- d) Journals, periodicals as well as loose-leaf publications and manuals may normally not be borrowed.
- e) Borrowed materials must be returned or sent back to the Learning Center by the end of the loan period. The exact time of return is deemed to be the time when the borrowed material is back in the Learning Center. Until then any materials issued are the borrower's responsibility.
- f) In the event of violations of these Regulations, in particular repeated exceeding of loan periods the user may be excluded temporarily or permanently from using the Learning Center services in whole or in part. All obligations that have arisen on the basis of the Regulations remain in force even after an exclusion.
- g) Reference collections ("Handapparate") of university chairs will be maintained in the chairs' offices and returned to the holdings of the Learning Center in case the chair becomes vacant.

9. Conduct in the Learning Center

- a) Users are expected to respect the Learning Center environment as a place of study. Complete silence must be maintained in all areas. Mobile phones must be switched to silent mode.



b) When leaving the Learning Center, users are requested to voluntarily show Learning Center staff all books, ring files, handbags, laptop cases, etc. they are carrying.

c) Smoking is prohibited on the Learning Center premises.

d) Beverages in sealable containers may be taken into and consumed in the Learning Center. Bringing and consuming food in the Learning Center is prohibited. Extra care must be taken in order to ensure Learning Center properties are not damaged while drinking.

e) Users are not allowed to bring animals in the Learning Center. Medical service animals are accepted upon notice.

f) All Learning Center materials, property and equipment must be treated with due care.

g) It is forbidden to underline, mark or otherwise damage Learning Center materials as well as remove pages from loose-leaf collections and manuals.

10. Liability and Damages

a) Loss or damage to Learning Center property must be compensated in full by the user concerned even if he/ she may not be directly responsible.

b) The type and extent of replacement or compensation will be determined by the Learning Center Management after due and proper consideration.

c) In the event keys or locks to Learning Center lockers are lost, EBS Learning Center is entitled to request replacements.

11. Discipline and restriction/ withdrawal of user privileges

a) Learning Center staff are authorized to request Learning Center users to identify themselves.

b) Learning Center staff are authorized to instruct users in accordance with these Regulations and expel users from the Learning Center facilities.

c) The Learning Center Management is authorized to restrict or withdraw the privilege of using or borrowing from the Learning Center in the case of users who have contravened Learning Center Regulations.

d) Serious breaches of Learning Center Regulations will be referred to the University Management, who will decide on further action.

12. Coming into effect

q) These Learning Center Regulations replace the Regulations issued on 01 September 2022 and come into effect on 15 January 2024. They remain in force until replaced by new Regulations.



b) If any provision of these Regulations is or becomes ineffective or null and void, the effectiveness of the other provisions shall not be affected thereby. In the place of the ineffective/ provision, a provision shall be made which comes closest to the purpose intended by the ineffective/void provision. This also applies to the filling of any gaps in the Regulations.

Wiesbaden, 11 January 2024

Dr. Dorothee Hofer

Managing Director