

## Official Announcements

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RWTH Aachen University, Templergraben 55, 52056 Aachen**

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**Fee Regulations  
of RWTH Aachen University  
for the Libraries of the University**

**Dated October 10, 2010**

**Please note: This publication is an English translation. Only the German original of these regulations as published in the Official Announcements of RWTH Aachen University (“Amtliche Bekanntmachungen”) is legally binding.**

On the basis of § 5 Paragraph 1 of the Ordinance on the Collection of Tuition Fees and University Fees at the Universities of the State of North Rhine-Westphalia (Tuition Fees and University Fees Ordinance - StBAG-VO) dated April 6, 2006 (Law and Official Gazette of the State of North Rhine-Westphalia 2006, p. 157), most recently amended by the Directive dated December 14, 2009 (Law and Official Gazette of the State of North Rhine-Westphalia 2010, p. 13) in conjunction with section 29(4) of the Higher Education Act (Hochschulgesetz - HG) dated October 31, 2006 (Law and Official Gazette of the State of North Rhine-Westphalia 2006, p. 474), most recently amended by Art. 2 of the Act to Create a University of Applied Sciences for Health Professions in North Rhine-Westphalia dated October 8, 2009 (Law and Official Gazette of the State of North Rhine-Westphalia 2009, p. 516), RWTH Aachen University has issued the following Fee Regulations:

## **§ 1 Principles**

- (1) These fee regulations apply to the Central University Library as well as to the faculty libraries and libraries of the institutes. Information on the use of the libraries is regulated in the respective library regulations.
- (2) The use of the libraries is fundamentally free of charge.
- (3) Special services of the libraries as well as exceeding the loan periods are subject to charges.
- (4) The loan periods are announced in the respective library regulations or by posting or publication on the libraries' websites.

## **§ 2 Library Card**

- (1) If library regulations provide for the issue of a library card, this card is free of charge.
- (2) A fee of 10 euros is charged for the replacement of a lost or damaged library card.

## **§ 3 Loan Period Exceeded**

- (1) A fee will be charged if the loan period is exceeded. This fee is due when the loan period is exceeded and amounts to the following per library item
  - if the loan period is exceeded by up to 10 calendar days: 2 euros,
  - if the loan period is exceeded by up to 20 calendar days: 5 euros,
  - if the loan period is exceeded by up to 30 calendar days: 10 euros,
  - if the loan period is exceeded after the 31st calendar day: 20 euros.
- (2) If the library items library items are not returned on time within the framework of a short-term loan, the fee per borrowed item and calendar day is 2 euros.
- (3) If the loan period is exceeded by more than 40 calendar days or, in the case of short-term loans, by more than 10 calendar days, the libraries may make a replacement purchase at the borrower's expense. In addition to the fee referred to in paragraph 1, an administrative fee of 25 euros shall be payable.
- (4) Paragraphs 1 to 3 shall apply accordingly to other items and equipment that are made available on a temporary basis.

#### **§ 4 Damage, Non-Return**

- (1) If an item is partially or completely damaged and § 3 para. 3 does not apply, an administrative fee of 25 euros is due in addition to the compensation for damages.
- (2) If an item or parts of an item are not returned and if § 3 para. 3 does not apply, an administrative fee of 25 euros is due in addition to the compensation for damages.
- (3) Paragraphs 1 and 2 shall apply accordingly to other items and equipment that are made available on a temporary basis.

#### **§ 5 Inter-library Loan**

A flat-rate fee is charged for the ordering of media within the framework of an inter-library loan. The amount of the loan is governed by the provisions of the Regulations on Loan Circulation in the Federal Republic of Germany (Leihverkehrsordnung) and the supplementary regulations of the State of North Rhine-Westphalia.

#### **§ 6 Written Information**

- (1) For written information, including the research required for this purpose, 13 euros shall be charged for each quarter of an hour or part thereof of the working time spent. The necessary expenses are also to be reimbursed to the libraries.
- (2) The charging of fees pursuant to paragraph 1 may be waived if the work serves scientific or regional historical purposes with the aim of publication and is not in predominantly personal or commercial interest.

#### **§ 7 Other Services**

Special services (e.g. making copies and reproductions) are subject to a charge. The costs are determined by the management of the respective library and announced by notice board or on the website.

#### **§ 8 Expenses**

Expenses incurred by the libraries are to be reimbursed.

#### **§ 9 Due Date**

The fees are due when the obligation to pay the fees arises.

**§ 10**  
**Deferment, Reduction and Waiver of Fees and Expenses**

Fees and expenses incurred may, upon application, exceptionally be deferred, reduced or waived if their collection would constitute a particular hardship in the individual case. The decision on this is made by the management of the respective library.

**§ 11**  
**Entry Into Force**

These fee regulations come into force as an Official Guideline of RWTH on the day following their publication.

Issued on the basis of the resolution of the Rectorate of RWTH Aachen University dated September 30, 2010 after confirmation by the Steering Committee of the University Library of July 8, 2010.

Rector  
of RWTH  
Aachen University

Aachen,  
dated            October 10,  
2010

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