



SRH Berlin University of Applied Sciences
Georgenstraße 7 | 01097 Dresden

**SRH Berlin University
of Applied Sciences**

Dresden School of
Management

State-recognised university

INFORMATIONS FROM THE SRH DRESDEN SCHOOL OF MANAGEMENT

Library user regulations





User regulations of the Dresden Campus Library

All employees, students and trainees at the SRH Dresden School of Management undertake to comply with the usage regulations.

General

1. The library is a facility of the SRH Dresden School of Management.
2. All employees, students and trainees are entitled to use the library.
3. The use is free of charge.
4. The library is open Mondays to Thursdays from 07:30 to 18:00 and Fridays from 07:30 to 17:00.
5. Further changes in opening hours will be announced on CampusNet and as a notice.

Use of the books

Each user is obliged to handle the books with care and to refrain from making marks or remarks in the books. The user is liable for any damage. The Director decides on replacement or compensation.

Overnight lending

There is the possibility of an overnight loan. The media can be borrowed from 15:30 until 10:00 the following day. The items can be borrowed at the Service Desk.

Procurement proposal

If you are missing an important book or journal in our library collection, please use the acquisition form, which you can obtain at the Service Desk or find in CampusNet or on our homepage.

Copy option

Copying is permitted unless it is prohibited for individual volumes. The books must be handled with care. The person making the copy is liable for any damage that occurs.

Compliance with copyright regulations

The user is responsible for compliance with copyright regulations when copying from books and journals and when using digital media.



User regulations of the Dresden Campus Library

Peace and order

1. Library users shall show consideration for each other and behave in such a way that others are not disturbed.
2. It is not permitted to eat in the library, drinks may only be taken in closed plastic or glass bottles. It is also forbidden to use the telephone in the library. Instructions from the library supervisor must be followed.

Clearing the workplaces

Before leaving the library, the work tables must be tidied up. Books and journals are to be returned to the respective subject area.

Protection of library collections

Coats/jackets and bags may not be taken into the library rooms. Lockers are available for this purpose in the lobby.

Use of the Internet and the printer

1. Use of the internet access is free of charge.
2. Printing, copying and scanning of documents is possible at a printing and copying machine on the 1st and 3rd floor as well as in the library with your rechargeable transponder card.

Exclusion, entry into force

1. Users who repeatedly or grossly violate the library regulations may be excluded from using the library either completely or temporarily.
2. The library regulations come into force on 28.10.2013.

A handwritten signature in black ink, appearing to read 'K. Zimmermann'. The signature is written in a cursive style with a large initial 'K'.

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Director | SRH Dresden School of Management