

MACROMEDIA LIBRARY

User Agreement of the Macromedia Library

Preamble

In order to allow all interested parties acceptable access to literature within the library, mutual respect is required. The user agreement serves to implement and facilitate this.

§ 1

The Macromedia Library resources on the sites in Berlin, Freiburg, Hamburg, Cologne, Munich and Stuttgart are available in printed and electronic form. The classified arrangement follows the Regensburger Verbundklassifikation.

§ 2

The library on every campus is located in an especially designated room. Detailed description to the local library can be found in local information materials on campus.

§ 3

The library is open to all members of the Macromedia University including students and staff at the university and external library users. Use by external clients is subject to prior admission by the library. There are different loan conditions depending on the user's status. There is no right to borrow a particular medium.

§ 4

The library stock is in electronic and printed form. The online library is available at www.library.macromedia.de. The printed literature consists of a reference collection and a loan collection. When no special arrangements have been made, the reference collection can be used on campus during the day up to 15 minutes before closing time.

§ 5

All library users must comply with the applicable copyright laws. Copies and printouts may only be made to a permissible extent.

§ 6

Customers are obliged to handle literature and other materials with care. The books which are removed from shelves must be put back at the proper systematic place. You are liable for monetary compensation for damage and loss to library property. The library assumes no liability for lost property.

§ 7

Any disturbances should be avoided in consideration of other library patrons, as exemplified by loud conversations.

§ 8

Open, sticky or otherwise messy food is not allowed in the rooms of the library. Before the activation of the electronic user account a permission for reasons of data protection is required.

§ 9

Overdue books incur a charge. The cost is dependent on the medium. 2.50 euros for loanable books per week and 2.50 euros per day for unreturned media from the reference collection. For further details please refer to the local guidelines.

§ 10

If the library regulations are breached, restrictions may be imposed on these users. Disturbances in the functioning of the library include in particular the non-return of media and disturbing others within the library premises.