

MACROMEDIA LIBRARY

Macromedia Library Use Policy

Preamble

In order to enable all interested parties to work productively with literature in the rooms of the library, mutual consideration is required. The usage regulations serve the realization of this principle of consideration.

§ 1

The Macromedia Library offers information in printed and electronic form at its locations in Berlin, Freiburg, Hamburg, Cologne, Munich and Stuttgart. The systematic arrangement is based on the Regensburger Verbundklassifikation.

§ 2

The library is located on each campus in a specially designated room. Detailed information about the local library is included in the campus inform materials.

§ 3

The library is available to all members of the Macromedia University of Applied Sciences, students and external library users. Use by external customers requires prior approval by the library. Depending on the user status, there are different borrowing conditions. There is no entitlement to borrow a specific medium.

§ 4

The literature holdings are divided into an electronic and a printed collection. The online library can be accessed at www.library.macromedia.de. The printed literature comprises a reference collection and literature that can be borrowed. Unless special rules have been made, the reference collection can be read during the day until 15 min before the end of the opening hours on campus

§ 5

Customers are obliged to comply with the applicable copyright law. Copies and printouts may only be made to the extent permitted.

§ 6

Customers are obliged to treat literature and other furnishings with care. The removed books are to be properly set in the systematic place after use. Damage and loss must be compensated. The library does not assume liability for other people's property.

§ 7

Disturbances, e.g. by loud talking, is to be refrained from with consideration for other library customers.

§ 8

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

§ 9

There is a charge for exceeding the loan period. Depending on the medium, the costs range from €2.50 per book and week for borrowable books and €2.50 per day for media from the reference collection that have not been returned. For details, please refer to the local overdue fines regulations.

§10

If the functioning of the library is disturbed, restrictions on the use of the library may be imposed on the person causing the disturbance. Relevant disturbances to the functioning of the library include, in particular, the non-return of media and the disturbance of others within the library premises.