



## **RULES OF CONDUCT of Stadtbibliothek Graz**

Valid from 1<sup>st</sup> October 2008

(according to a decision by the local council on 3<sup>rd</sup> July 2008)

With the use of the premises and products of Stadtbibliothek Graz, the City Library of Graz, all visitors accept these Rules of Conduct and are obliged to comply with them.

The regulations of the Rules of Conduct and the instructions from staff members apply to visitors when on the premises and when using the products of the City Library of Graz. In the event of violation, a temporary or permanent exclusion from using the library can be ruled by the management of the library.

In the event of violation and also justified suspicion of violation of the Rules of Conduct or the Terms of Use and in the event of acting against the instructions from a member of staff, an immediate exclusion from using the City Library of Graz services can be ruled. For the protection and enforcement of its rights, the City Library reserves the right to take legal action and, in the event of suspicion of conduct that is liable to prosecution, to bring charges against offenders.

### **Rules of conduct on the premises of the City Library of Graz:**

1. Parents are liable for their children's actions.  
We would like to remind you that the City Library is not a childcare facility. Consequently, there is no supervision of children and minors and no liability is assumed for their conduct in the City Library. Furthermore, when violating the Rules of Conduct or Terms of Use or acting against the instructions from a member of staff, children and minors may be ordered to leave the City Library.
2. Smoking on the premises is forbidden.
3. Eating and drinking is only allowed in the designated areas.
4. Posters and other information material may only be displayed or distributed after authorisation by a member of staff.
5. No mobile phones.
6. Sports and play equipment brought into the library may not be used.
7. The cloakroom must be used. Large receptacles (bags, rucksacks) and outerwear (coats, jackets, etc.) are to be left in the cloakroom before entering the library premises.
8. Liability can neither be assumed for valuables nor for items left in the cloakroom.
9. Visitors are expected to act with respect and consideration on the premises of the City Library so that others are not disturbed or impaired in making use of the City Library services.

### **Treatment of media, equipment and fixtures:**

Media, equipment, in particular hardware and software made available as well as other fixtures of the City Library are to be treated with respect. Damages are to be reported to a member of staff immediately.

### **Use of the internet:**

Use of the internet is only possible for patrons with a valid library card. The City Library is not responsible for the site content, availability and quality of any external sites which are offered by means of the provided lines and accesses. Software, be it brought into the library or downloaded, may not be installed on the computers.

Calling up sites on the web with pornographic or extremist content, content that is discriminating in any way or content that glorifies violence is forbidden. In case users violate the rules, there is a warning which is followed by the user being excluded from using the internet.

### **Compensation for damages:**

Patrons are liable for media borrowed on their names. Therefore, they shall see for the soundness of the media when they are issued as well as for their completeness, particularly for media consisting of several parts.

Patrons must pay damages for loss or damage of media, their covers/packaging as well as of library devices and fixtures. Also considered as damage are writing, marking and underlining in books and on other types of media. A damaged medium is to be replaced by the patrons with a new copy. In case the medium is no longer available, the replacement cost considering the acquisition value or antiquarian value is charged. In addition, a lump-sum handling fee is to be paid for the replacement of media.

### **Liability:**

The City Library of Graz is not liable for the perfect working order of the media.

### **Copyright:**

For use of all information carriers (or media) from the holdings of the City Library please refer to the regulations of copyright law and the relevant licence provisions. Use of open source resources from the internet is subject to the effective legal regulations.

At some locations of the City Library, photocopiers are available. Copying of entire books and magazines is prohibited. Copying of audiovisual media is prohibited. When copying extracts from media from the library holding, users are responsible for complying with possibly existing copyright laws. Users are committed to complying with the relevant legal provisions, in particular copyright law, licensing agreements and limitations of use when making use of electronic resources and programmes made available by the City Library.

In the event of claims against the City Library due to an infringement of rights of third parties caused by a patron, the patron has to compensate for all costs and claims for damages accruing and to indemnify and hold harmless the City Library and the City of Graz.

### **Audio, film and photo recordings:**

The City Library of Graz would like to remind you that on the premises of the library audio and film recordings may be made and photos may be taken that are to be published. These audio, film or photo recordings will, of course, be brought to notice politely. When visiting the City Library of Graz, visitors agree that the recordings made of them during or in connection with the library visit may be analysed by means of any current or future technical procedure without compensation and without limitations in time or space. Taking photographs as well as audio and film recordings require the consent of the management of the City Library of Graz.

**Place of jurisdiction:**

For all legal disputes arising from the regulations of the Rules of Conduct, the place of jurisdiction of the factual competent court in Graz is amicably agreed on in accordance with Article 104 JN Jurisdiction Norm.