

Schedule of Fees and Charges of the Rhine-Waal University Library

From 30 January 2025

On the basis of Section 2 (4) sentence 1, Section 22 (1) sentence 1 number 3, and Section 29 (4) sentence 4 of the Higher Education Act of North Rhine-Westphalia (*Hochschulgesetz*, HG NRW) from 16 September 2014 (GV. NRW. p. 547), which was last amended by the Act of 19 December 2024 (GV. NRW. p. 1222) and entered into force on 1 January 2025, as well as on the basis of Section 2 (1) number 2 of the Ordinance on the Collection of University Fees (*Hochschulabgabenverordnung*, Habg-VOR) from 13 August 2015 (GV.NRW., p. 569), which was last amended on 25 March 2021 (GV. NRW. p. 331) and entered into force on 15 April 2021, the Senate of Rhine-Waal University of Applied Sciences has enacted the following Schedule of Fees and Charges of the Rhine-Waal University Library:

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Section 1 Basic policy

(1) The use of the Rhine-Waal University Library ("library") is free.

(2) Fees are collected for special library services and overdue media.

(3) "Media" within the meaning of these regulations is defined as books, newspapers, manuscripts, reproductions, images, data and recorded audio, as well as any other borrowable item of the library. This also includes items contained in the Library of Things and key fobs for work rooms.

Section 2 Library card

- (1) Library cards are issued free of charge.
- (2) A €10 service fee will be charged to replace a lost or damaged library card.

Section 3 Late fee for overdue media

(1) A late fee will be charged for media that are not returned before the end of the loan period. This fee is payable immediately upon expiry of the loan period, regardless of whether a request or reminder to return was given previously. The late fee is calculated (per medium) as follows:

- 1. up to 10 days overdue: €2
- 2. up to 20 days overdue: €5
- 3. up to 30 days overdue: €10
- 4. up to 40 days overdue: €15

(2) If a medium is more than 40 days overdue, the library will either procure a replacement copy at the borrower's expense or demand compensation for the value lost.

(3) Subsections 1 and 2 apply accordingly to other items and furnishings of the library offered to users on a temporary basis.

Section 4 Loss, damage, non-return

(1) If borrowed media or parts thereof have been lost, damaged or not returned, the library will commence with the repair or procurement of a replacement copy, or demand compensation for the value lost. A service fee of €10 will be charged in addition to the costs of repair, replacement or value lost.

(2) If one user is responsible for the loss, damage or non-return of multiple media, the service fee defined in subsection (1) will be charged only once.

(3) If the responsible user wishes to replace the lost or damaged media themselves, they must first submit a corresponding request to the library for approval by library management. If the replacement copy fulfils the library's requirements, the library will waive the aforementioned service fee.

(4) Subsections 1 to 3 apply accordingly to other items and furnishings of the library offered to users on a temporary basis.

Section 5 Interlibrary loan

The fee is derived from the currently valid Interlibrary Loan Ordinance of the Federal Republic of Germany (*Leihverkehrsordnung*, LVO), a circular of the Federal Ministry of Urban Development and Housing, Culture and Sport from 8 March 2004 (MBI.NRW.2004, p. 362, as amended), in combination with applicable supplementary regulations of the state of North Rhine-Westphalia.

Section 6 Change of address

If the library incurs expenses during the collection process to find the address of a user with outstanding late fees who failed to properly inform the library of a change of address or name, then the library may charge an additional processing fee.

Section 7 Late payment

In the event of late payment, the costs resulting from an enforced collection procedure in accordance with the Administrative Enforcement Act of North Rhine-Westphalia (*Verwaltungsvollstreckungsgesetz*), as amended, will also be collected from the offending user.

Section 8 Deferment, reduction or waiving of fees

Payable fees can be deferred, reduced or waived on request if their collection would result in undue hardship for the user in this particular case. Library management is responsible for this decision.

Section 9 Entry into force

(1) The present Schedule of Fees and Charges of the Rhine-Waal University Library will enter into force on the day after its publication in German in the Official Notices of Rhine-Waal University of Applied Sciences.

(2) The previous Schedule of Fees and Charges of the Rhine-Waal University Library from 25 January 2010 (Official Notice 01/2010), as amended on 8 September 2010 (Official Notice 09/2010), will expire upon entry into force of the present Schedule of Fees and Charges of the Rhine-Waal University Library.

Note: *The present Schedule of Fees and Charges entered into force on 9 April 2025.*