

# Schedule of Fees and Charges

of the University Library of Rhine-Waal University of Applied Sciences

Dated 22 January 2012 (published in Official Notice 1/2010)

As amended by the Amending Statutes of 8 September 2014 (Official Notice 9/2010)

*Please note: this English translation is provided for information purposes only.  
Only the German texts published in the Official Notices of Rhine-Waal University of Applied Sciences are legally binding.*

## CONTENTS

Section 1	Basic policy
Section 2	Library card
Section 3	Late fees
Section 4	Lost, damaged or unreturned items
Section 5	Interlibrary loan
Section 6	Research and reference services
Section 7	Other library services
Section 8	Expenses incurred
Section 9	Late payment
Section 10	Delay, reduction or cancellation of outstanding payments
Section 11	Entry into force

**Section 1**  
**Basic policy**

- (1) The use of the University Library is fundamentally free of charge.
- (2) Fees are charged for special services of the University Library and for overdue media.

**Section 2**  
**Library card**

- (1) Library cards cost €20.00 annually.
- (2) Library cards are issued at no charge to students and employees of Rhine-Waal University of Applied Sciences, or of other universities within the federal state of North Rhine-Westphalia.
- (3) University Library management reserves the right to waive this annual fee for other user groups, subject to the consent of the Executive Board.
- (4) The replacement fee for a lost or damaged library card is €10.00.

**Section 3**  
**Late fees**

- (1) Late fees are charged when borrowed media is returned overdue (after the loan period deadline expires). Late fees are due and payable immediately after expiry of the deadline, not after receipt of any written notice or reminder, and are charged per overdue item according to the following scale:

1–10 calendar days overdue:	€2.00
11–20 calendar days overdue:	€5.00
21–30 calendar days overdue:	€10.00
31–40 calendar days overdue:	€20.00

- (2) A late fee of €2.00 per calendar day and item is charged for overdue media from the short loan collection.
- (3) If an item from the library's regular holdings is more than 40 days overdue, or if an item from the short loan collection is more than 10 days overdue, then the University Library reserves the right to purchase a replacement copy at the expense of the borrowing user. In addition, an administrative fee of €25.00 will also be charged to the borrowing user.
- (4) Paragraphs (1) to (3) shall apply accordingly to all other objects and equipment of the University Library that are borrowable for registered users.

**Section 4**  
**Lost, damaged or unreturned items**

- (1) For borrowed media or parts of borrowed media that are lost, damaged or overdue for more than 40 calendar days, the University Library reserves the right to charge an administrative fee of €25.00 in addition to any arising costs for repair or replacement or compensation for lost value.
- (2) Paragraphs (1) to (3) shall apply accordingly to all other objects and equipment of the University Library that are borrowable for registered users.

**Section 5**  
**Interlibrary loan**

Fees for ordering media through the interlibrary loan service (ILL) are charged according to a standard rate. This rate is defined in the currently valid version of the Federal Library Loan Regulations of Germany [Leihverkehrsordnung] in conjunction with any supplementary regulations of the federal state of North Rhine-Westphalia.

**Section 6**  
**Research and reference services**

- (1) Upon request, library staff can conduct cursory research and gather references for a specific topic. For the use of this service, the University Library charges a flat fee of €13.00 for each quarter hour or fractions thereof.
- (2) The fee in paragraph (1) does not apply to students and employees of the University.
- (3) The fee in paragraph (1) can be waived in those cases where the ultimate goal of a request is the wider publication of a scientific paper or a historical paper relating to the region; this exception does not apply to requests where interests are private or commercial in nature.

**Section 7**  
**Other library services**

For other services of the University Library, such as photocopies or reproductions, fees are charged according to a separate list of prices. These fees are set by University Library management and published as a continually updated notice for users of the library.

**Section 8**  
**Expenses incurred**

Expenses incurred by the University Library through the direct result of a user's request, for example postage costs, shall be reimbursed by the user.

**Section 9**  
**Late payment of outstanding fees**

In the event of late payment of outstanding fees or fines, the offending user shall become responsible for costs accrued during collection proceedings mandated by the Administrative Enforcement Act of North Rhine-Westphalia, as amended [Verwaltungsvollstreckungsgesetz NRW].

**Section 10**  
**Delay, reduction or cancellation of outstanding payments**

- (1) Upon written request, the University Library can approve exceptions which delay, reduce or outright cancel outstanding payments for fees or incurred expenses if it can be shown that payment of these costs will result in acute financial hardship for the offending user. University Library management shall be responsible for all decisions in this matter.
  
- (2) During winter semester 2010/11 and summer semester 2011, members of the university are exempted from the regular interlibrary loan fee referred to in Section 5.

**Section 11**  
**Entry into force**

This Schedule of Fees and Charges entered into force in its present version on 17 September 2010.