



Fee Regulations for the Communication, Information and Media Centre (KIM) of the University of Hohenheim

02.12.2010

Translated, unofficial reading version of the „Gebührenordnung für das Kommunikations-, Informations- und Medienzentrum (KIM)“ of the Universität Hohenheim (official notification no. 739 dated 02.12.2010).

The German version is legally binding.

Fee Regulations for the Communication, Information and Media Centre (KIM) of the Universität Hohenheim

On the basis of § 19 subsection 1 sentence 2 number 10 of the State University Act (LHG) in the version dated January 1, 2005 (GBl. p.1 et seq.), most recently amended on December 17, 2009 (GBl. 2009 p. 809), the senate of the Universität Hohenheim agreed to the following rules on December 1, 2010 for the Communication, Information and Media Centre (KIM) of the Universität Hohenheim:

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§ 1 Scope

- (1) The following provisions are applicable to all members and affiliates of the university.
- (2) They are applicable to external users to the extent that special provisions have not been provided for them.

§ 2 Overdue fees

- (1) If printed works or other media (library materials) on loan are not returned by the due date, and if an overdue notice for the return was provided in writing or electronically, 1,50 Euros will be charged for each item on loan, an additional 5 Euros will be charged for the second overdue notice, and an additional 10 Euros will be charged for each additional overdue notice. The fee is incurred when the overdue record is generated. An item on loan is each object on loan as such. If additional errands are required after the second overdue notice, 20 Euros will be charged for each errand.
- (2) If library materials are loaned only for a short period, or over a period of time that the library is not open, a fee of 3 Euros per item on loan will be charged for late return and for each additional day (or part thereof) that the library is open.

§ 3 Inter-library loans

- (1) If library materials are sent to libraries in Germany (inter-library loans) according to the inter-library loan code, a fee of € 1.50 will be charged for each request sent regardless of whether the request can be fulfilled.
- (2) If only copies are released according to the inter-library loan code, up to twenty copies are free of charge, and 0,10 Euros will be charged for each additional copy.
- (3) Costs that are charged to the borrowing library by the lending library are to be paid for by the person placing the order. All expenses are to be reimbursed if library materials are placed into international inter-library loan.

§ 4 Reimbursement of expenses

- (1) Expenses for insurance, postal fees and similar special payments, and the use of information services by data transfer are to be reimbursed by users.
- (2) The fees incurred as a result of the respectively applicable contracts for payment of copyright claims for direct dispatch of copies by public libraries ("direct dispatch of copies" collective agreement) are to be charged for expense reimbursement. The fees for direct dispatch of copies will be forwarded by the library directly to the "Verwertungsgesellschaft Wort".

§ 5 Fees for photography and reproduction work

- (1) To the extent that the library performs reproduction work for users, the costs of doing so will be billed for on a time and materials basis. The requesting parties will be informed in advance of the amount to be expected.
- (2) The basis for the assessment of fees is the administrative regulation from the Ministry of Finance regarding the consideration of administrative costs ("VwV-Kostenfestlegung" – in German) in its respectively applicable version.

§ 6 Use of a reproduction of library material

- (1) Text and images from handwriting, autographs, rare printed works, and portrait and photo collections of the library may be published only with approval from the library. In the event of publication the user is responsible for compliance with copyright provisions. The financial terms and conditions will be established by the library on a case-by-case basis. Even after the issuance of the publication authorization, the KIM retains the right to publish the related text or images itself, or to allow third parties to do so.

- (2) A copy of publications that result from the use of the materials mentioned under subsection 1, including articles in collected works, is to be submitted to the library without charge, regardless of the deposit copy law; the fee can be waived.

§ 7 Written information or expertise

- (1) Written information or expert reports are charged on a time and materials basis. The requesting parties will be informed in advance of the amount to be expected.
- (2) The basis for the assessment of fees is the administrative regulation from the ministry of finance regarding the consideration of administrative costs (“VwV-Kostenfestlegung” – in German) in its respectively applicable version.

§ 8 Key deposit, lockers

- (1) Keys for work cubicles, cabinets and other storage areas can be made available in exchange for a deposit of up to an amount of 5 Euros. If the key is not returned after the expiration of the granted period of use, the deposit is forfeited. The right to make a claim for compensation for damages remains unaffected.
- (2) If work cubicles, cabinets and other storage areas are not used properly, a handling fee of 20 Euros will be charged in addition to compensation for damages.

§ 9 Purchase of replacements

- (1) If library materials must be purchased again because the user lost or damaged them, then the user must provide reimbursement for the costs of repair or for purchasing replacements as a special expense. In addition, a handling fee of up to 20 Euros per item can be charged. The right of the library to make a claim for compensation for damages remains unaffected.
- (2) Subsection 1 applies correspondingly if library materials are not returned after third notice and if library materials can no longer be purchased.
- (3) The claim to a fee and the reimbursed value are not affected by a subsequent return of the library materials.

§ 10 Loss or damage to a data medium or library card

- (3) A handling fee of 2,50 Euros will be charged for the replacement of a damaged or lost data medium.
- (4) A handling fee of 5 Euros will be charged for the replacement of a lost or damaged library card.

§ 11 General basis of calculation for the use of IT services

- (1) Applications for IT services are divided into the following user groups:

User Group	Costs
1. Applications from members, those belonging to the university and institutes of the Universität Hohenheim;	usually free of charge, but in any case see subsection 2
2. Applications from members, those belonging to the university and institutes of other third-level colleges in the state;	usually free of charge, but in any case see subsection 2
3. Applications from other institutes in the state as well as from institutes primarily funded by the state;	Operating costs
4. Applications from third-level colleges and institutes in the state and other federal states as well as from institutes primarily financed with public funds;	Original costs (State Baden-Württemberg)
5. Applications from members of the university within the framework of secondary employment;	Full costs
6. Applications from other parties and institutes.	Market prices

Directly allocable costs arising from the execution of individual applications can be calculated separately.

Operating costs comprise the annual cost for the provision, operation and use of the library resources less depreciation.

The original costs/state comprise the total costs for the library's IT department as long as they are borne by the state.

The full costs comprise the original costs/state but without limiting investment costs to the region.

Market prices are based on the prices of commercial institutes for equivalent services; they need to be economically viable at least.

- (2) The free provision of IT services of user groups 1 and 2 refers to services in which all members, those affiliated to the university and institutes of the university can participate. In general, these do not include services whereby additional costs accrue to the library itself, e.g. in the form of licence agreements or expendable items (see reimbursement of expenses, § 4 Subsection 1). In this case the costs are passed on to the users in accordance with a distributor key determined by the head of the KIM.
- (3) The KIM may put its infrastructure at the disposal of the institutes of the university for their personal projects in return for reimbursement of expenses. There is no claim to provision. The head of the KIM determines an applicable distributor key on the basis of operating costs to the extent that the investment costs are borne by the relevant institutes.
- (4) The fee arising from the distributor keys in Subsections 2 and 2 are published in the appropriate form.

- (5) To the extent that none of the regulations listed here apply, the fees are based on the administrative regulation of the Ministry of Finance regarding the consideration of administrative costs ("VwV-Kostenfestlegung" – in German) in its respectively applicable version.
- (6) The head of the KIM may permit exceptions when it comes to calculating fees.
- (7) If users are obliged to pay considerations to third parties due to the provision of third-party funds and if the use of the KIM is required for this purpose, then the costs must be charged to the third party who would have had to pay this as a fee if he himself were to apply to use the KIM.
- (8) The obligation to pay the fee originates with commencement of use. The fee is payable upon billing.

§ 12 Commencement

These fee regulations come into force on January 1, 2011. The fee regulations published on November 8, 2006 as official notice number 580 of the Universität Hohenheim are rescinded as of the same date.

Hohenheim, 02.12.2010

Professor Dr. Hans-Peter Liebig

- President -