

Library Use Regulations

For the use of the library of the Helmholtz Centre for Environmental Research GmbH - UFZ at the locations Leipzig, Halle and Magdeburg, the following use regulations are issued by the Executive Management. By entering the library, users accept the Library Use Regulations.

§ 1

Tasks, right to issue directives

- (1) The UFZ library, located in Leipzig, Halle and Magdeburg, is a scientific library open to the public. It procures and collects relevant technical literature for all subject areas as well as for the administrative areas of the UFZ.
- (2) The library staff has the domestic authority. They are entitled to issue instructions to users and to carry out checks on media brought into the library. The instructions of the library staff must be followed.

§ 2

Right of use

- (1) All employees of the UFZ (internal users) are entitled to use the library.
- (2) Guests of the UFZ (external users) can use the services of the library in a limited manner. Media can only be used in the rooms of the library during opening hours.
- (3) The use of the library is generally free of charge.

§ 3

Opening hours

- (1) The current opening hours at each location can be found on the library website.
- (2) The library can also be used outside opening hours exclusively by internal users.

§ 4

Rights and obligations of the users

- (1) Users must behave in such a way that no other persons are impaired in their justified rights and that the proper operation of the library is not impeded.
- (2) Library holdings and furnishings must be handled with care and protected from damage or soiling. Underlining, marginal notes, creasing and folding as well as the removal of pages, tables and maps etc. are not permitted and constitute damage to property.
- (3) Defects in the library holdings that become apparent during use or lending must be reported immediately to the library staff.
- (4) Passing on library property to third parties is prohibited.
- (5) Bags and other luggage must be locked in the lockers provided when entering the library.

§ 5

Use

- (1) The library's print collection is mainly located in open access areas. The stock of electronic media can be searched via the web catalogue (see library website).

- (2) When using the computer workstations in the reading room, the users themselves are responsible for the protection of their personal data.
- (3) For fee-based electronic media, the library has concluded license agreements with the respective providers. The terms of use are specified in these agreements. We point out to all users of electronic media that access may only take place in accordance with the respective terms of use of the rights holder. These conditions can be found on the corresponding websites of the providers.
- (4) Violation of the respective terms of use may lead to sanctions (e.g. blocking of the account) and/or claims for damages by the licensors. The users must compensate for the damage incurred within the scope of the applicable liability regulations.
- (5) After termination of the employment relationship, internal users may not continue to use their personal user accounts for products subject to licensing. Costs incurred on the part of the UFZ as a result of continued use must be borne by the users.
- (6) The library provides technical equipment (computers, book scanners) for the use of information carriers. Defects detected before and during use must be reported to the library staff. It is prohibited to make changes to the system settings, network configurations and software.
- (7) The information offered by the UFZ, including all IT workstations, is intended exclusively for research and teaching as well as for professional training and continuing education. Electronic copies of articles are for personal use only and are not intended for distribution. Systematic downloading of electronic media content is prohibited. The applicable provisions of copyright law must be observed.

§ 6 Lending

- (1) Lending of UFZ media:
Generally, a lending period of four (4) weeks applies. Thereafter, twenty-four (24) renewals of four (4) weeks each will be set up automatically, unless the medium is reserved for lending by another person. External users may not lend UFZ media, but may use them only in the rooms of the library.
- (2) Lending external media (interlibrary lending):
Media that are not available in the UFZ collection are made available through external sources as interlibrary lending. The lending period is determined by the lending institution.
If the lending period is exceeded, a reminder will be issued to return the item. If there is no response several times, the user account will be blocked.

§ 7 Compensation

- (1) In case of loss or non-return as well as severe damage or soiling of lent media, the users are obliged to procure a replacement copy. The costs must be borne by the user in the case of intent and gross negligence or by the respective organizational unit in the case of simple negligence.
- (2) Losses and damages are to be reported to the library staff immediately.

**§ 8
Liability**

The UFZ is not liable for the loss of items brought with you from the library rooms, the lockers or the cloakroom.

**§ 9
Violation of the Library Use Regulations**

- (1) In the event of repeated or serious violations of the Library Use Regulations, the Head of Library will inform the user's head of department or head of division/staff.
- (2) In the event of repeated or serious violations of the Library Use Regulations, the user may be excluded from using the library.

**§ 10
Data protection information**

The library collects and processes personal data (name, academic degree, official contact details, department/division, end of contract). The mandatory information required for this processing according to the General Data Protection Regulation (GDPR) is included in **Appendix 1** to these Library Usage Regulations.

**§ 11
Entry into force**

The Library Use Regulations shall enter into force upon the adoption of a resolution by the Executive Management at its meeting on 24.03.2022 (GF meeting no. 363, resolution no. 3.2) and shall replace the previously applicable Library Use Regulations of 23.03.2006.

Data protection information according to Art. 13 GDPR for users of the UFZ library

With the following data protection information, we would like to explain what personal data is processed by the UFZ in connection with the use of the UFZ library at the Leipzig, Halle and Magdeburg sites, for what purposes and on what legal basis this is done. In addition, you will receive information about contact persons and your rights in connection with data processing.

1. Contact details of the data controller

The data controller for data processing directly related to the use of the library is:

Helmholtz Centre for Environmental Research – UFZ

Library

Permoserstrasse 15, 04318 Leipzig, Germany

phone: 0341/ 235-1218

email: bibinfo@ufz.de

website: www.ufz.de

2. Kontaktdaten der Datenschutzbeauftragten am UFZ

The Data Protection Officer

Permoserstrasse 15, 04318 Leipzig, Germany

phone: 0341/ 235-1271

email: datenschutz@ufz.de

3. Scope of the data processing

Within the scope of library administration, the UFZ processes the following data from you:

- Basic data (title, surname, first name, professional contact details, function, end of contract).
- Data on lending or reservation (lent or reserved item, date of lending/return, notifications, etc.)

4. Purpose of the data processing

The processing of your personal data serves to handle the lending and return of media, but also to enable us to contact you, e.g. to inform you when a reserved medium is available.

5. Legal basis for the data processing

The legal basis for employees of the UFZ arises from § 26 para. 1, sentence 1 of the Federal Data Protection Act (Bundesdatenschutzgesetz, BDSG). In this context, the processing is necessary for the implementation of the employment relationship and the provision of specialised literature by the UFZ required for this purpose.

For guests of the UFZ, Art. 6(1)(b) GDPR forms the legal basis. The processing is necessary for the fulfilment of the guest contract, as this grants the guest respective rights of use by the UFZ.

Furthermore, the processing of the collected personal data is based on Art. 6(1)(f) GDPR. The UFZ has a legitimate interest in the effective implementation of media lending and in the proper reversal of this upon leaving the UFZ, in particular with regard to the economic preservation of the library stock.

6. Storage period

The data is stored in the library system (WMS) for the duration of the employment or guest contract.

7. Processing on behalf of UFZ

The library administration of the UFZ is provided via a cloud-based application (WMS) of the company OCLC GmbH, which processes personal data of the users on behalf of the UFZ and is

thus to be classified as a commissioned processor in the sense of Art. 28 GDPR. A contract for commissioned processing has been concluded with the service provider.

8. Data processing outside the EU / EEA

OCLC GmbH also processes personal data outside the EU or EEA. To ensure a level of data protection that complies with European laws, the UFZ has concluded corresponding standard contractual clauses with the service provider OCLC GmbH in addition to the contract for commissioned processing.

9. Your rights as a data subject

Based on the processing of your personal data, you as the data subject have the following rights vis-à-vis the UFZ if the prerequisites are met:

- The right to obtain confirmation whether your personal data is being processed and to receive information about the data processed, further information about data processing and to be provided with copies of the data (Art. 15 GDPR)
- The right to correct or complete incorrect or incomplete data (Art. 16 GDPR)
- The right to have your personal data deleted without delay if, for example, the purpose of the processing has been fulfilled or your personal data has been processed unlawfully (Art. 17 GDPR)
- The right to restrict processing, e.g. if you dispute the accuracy of your personal data or if processing is unlawful (Art. 18 GDPR)
- The right to data transferability provided that the processing is based on Art. 6(1)(a) GDPR or Art. 9(2)(a) GDPR or on a contract pursuant to Art. 6(1)(b) GDPR and there is no exception (Art. 20 GDPR)
- The right to object to the future processing of your personal data, provided that the data is processed in accordance with Art. 6(1)(e) or (f) GDPR (Art. 21 GDPR).

10. Right of appeal to the supervisory authority

If you assume that the processing of your personal data by the Helmholtz Centre for Environmental Research - UFZ violates the provisions of the GDPR, you have the right to complain to a supervisory authority (Art. 77 GDPR). The supervisory authority responsible for the UFZ is:

The Federal Commissioner for Data Protection and Freedom of Information
Graurheindorfer Str. 153 - 53117 Bonn
Phone: +49 (0)228-997799-0
e-mail: poststelle@bfdi.bund.de