

### §1 Purpose

1. The Städelschule library is a research library whose collection focuses on fine arts, architecture, art theory and philosophy. It serves the information needs for teaching, learning and research especially of its members and for the associates of the Städelschule.

2. The Library services cover information and research services, including access to library catalogues and internet resources and user support. The library lends media within the limits defined in the terms of use and hosts exhibitions.

3. In addition the library collects the publications of the members associated with the Städelschule.

4. With its range of information the library supports the unrestricted formation of opinion, plurality and freedom of access to information. We refuse any censorship of content and support the freedom of science (within the Constitution of the Federal Republic of Germany).

### §2 General terms of use

1. The library is open to the public.

2. Borrowing privileges are available to students and staff of the Städelschule and those who have been granted a library card.

3. External visitors may not take books out of the library building.

### §3 Admission to Borrow Items

1. Every library user will be registered in the library's user database for borrowing and using special digital services. The chip card of the Städelschule serves as a library card.

2. Library staff will provide an introduction to the library and its services for all library users. Library users are required to sign a registration form confirming that they have understood and accepted the library's service policies. Registration is required for each individual library user with student identity card or employee identity card and is not transferable.

3. Library users are required to inform the library of any change of address.

### §4 Rules of Conduct

1. Library users are required to behave in a manner appropriate to an academic library and information center. Disorderly conduct has to be avoided. Food, drink and smoking are prohibited in the library. Users may take water in re-sealable containers. Wireless phones may only be used as silent data storage media; telephone calls are not permitted.

2. Coats and other outerwear, umbrellas and bags are to be left on the main floor of the library. At the request of library staff, library users may be required to show the contents of any bags, backpacks, etc.

3. No animals are allowed in the library.

4. The closed stack may only be accessed in duly justified cases and when a special permit has been obtained.

5. Taking photos, videos and tape recordings in library rooms require the prior approval of the Head of the Library.

6. Library staff may enforce all rules and regulations of the library and shall have the right to exercise the domestic authority.

### §5 Liability

1. All media and equipment, including hardware and software, are to be handled with care. Library users are liable for any damages they may incur. In case of loss or damage, library users may only regain borrowing privileges (including renewals) after they have assumed all replacement or repair costs. Users should inform the library of any damages they find before borrowing materials so as to avoid being held liable.

2. The user shall immediately report any loss or damage to library items. All users shall be held liable for compensation in the case of loss or damage. Library users will assume the costs of replacing or repairing all lost or damaged borrowed materials. Users can fulfill this responsibility by directly replacing the media. If the media is not replaced within three months, the library claims the right to exact the cost of replacement as well as a processing fee (see §9).

3. Library users may not use borrowed materials for public performances or other public displays. In case of copyright violation or other illegal use of materials, the Städelschule will not be held liable.

### §6 Borrowing

1. Library users will present the chip card of the Städelschule to borrow or renew media and to pay late fees.

2. Borrowed library materials may not be given to third parties. Library users assume all liability for borrowed materials. All loans have to be returned prior to long-term absences.

3. Excluded from the loan are:

- Items in the reference section of the reading room (current issues of journals, literature for seminars)
- Valuable items or items older than 100 years, as well as artist's books. They may only be used in the rooms of the library.

### §7 Lending terms

1. The terms of library loans are as follows:

- four weeks for all library items
- Books and journals may be renewed for up to consecutive loan periods. Materials which have been reserved during the original loan period may not be renewed.
- DVDs may be renewed twice by two weeks in each case.

2. Library users are required to return borrowed materials at the latest on the last day of the loan period.

3. Library users can renew borrowed materials during library hours by providing their name and the title of the media in person, by telephone or by email.

4. The library will assign late fees according to the terms in §9.

### §8 Exclusion from Usage

Library users who act against the policy or repeatedly violate the regulations of the library, especially by repeatedly exceeding the loan period, can be excluded temporarily or permanently from using the library. In the case of the suspension of privileges the library user continues to be liable for all fees or other debts owed.

### §9 Fees

1. The use of the library is free.

2. Late fees, per borrowed item:

First reminder up to three days past the due date:	1,50 €
Second reminder up to one week past the due date:	3,00 €
Third reminder up to two weeks past the due date:	6,00 €
Fourth reminder up to three weeks past the due date:	10,00 €

When the reminder procedure has been unsuccessful, the outstanding amount will be enforced at the user's expense pursuant to the Administrative Enforcement Act of the Land of Hessen (Hessisches Verwaltungsvollstreckungsgesetz); the assertion of further claims pursuant to section 4, paragraph 2 (replacement of the book or media at the user's expense), the exclusion from admission to the library and embezzlement charges pursuant to the German Penal Code (StGB) Section 246, may ensue.

3. Processing fee for repair or replacement of materials by the library: 11,00 € per item additional to the replacement costs.

4. Copying fees:  
Students and staff of the Städelschule:  
Black/white copy: DIN A4: 2 Cent, DIN A3: 4 Cent  
Colour copy: DIN A4: 10 Cent, DIN A3: 20 Cent

External users:  
Black/white copy: DIN A4: 4 Cent, DIN A3: 8 Cent  
Colour copy: DIN A4: 20 Cent, DIN A3: 40 Cent

#### §10 Information

1. The Library will provide verbal and written information based on its catalogue and items on stock, whenever possible.

2. All other services, such as bibliography, documentation and information, including online research made by the library staff, will be charged.

#### §11 Reproduction

1. Copies for personal use may be made on site using the self-service system. The user has the responsibility to observe existing copyrights or rights to privacy when copying or reproducing from books or other materials.

2. The Library may exclude individual items and part of the items in stock from being photocopied if this is necessary to protect the continued existence of its stocks.

#### §12 Technical Equipment

Whenever possible, the Library will provide the infrastructure for the use of digital documents, sound-carriers and audio visual media.

#### §13 Collection development

The rector defines the library's collection development. Städelschule students, staff and library users may submit suggestions to the library.

#### §14 Data Protection

1. The Städelschule library collects and uses personal data about its users in accordance with the Data Protection law (EU General Data Regulation Protection EU-GDPR) and to fulfil its purpose (user administration, lending). The library will not use personal data for other purposes, nor share it with a third party.

2. The library collects and stores following personal data about its users: First name, surname, date of birth, gender, address, e-mail, user group, Städelschule chipcard number. This personal data is deleted after graduation (student) or the end of employment (staff).

3. After two years' inactivity the user account and personal data are automatically deleted. On deregistering from the library, there can be immediate deletion of personal data on request, in the case that no fees are outstanding.

4. The library processes data such as borrowed or reserved media and fees. These are deleted automatically with the return of borrowed media – no lending history is saved. Fee data is deleted automatically with payment.

5. You have at any time the right to ask for the personal data we hold about you, the source/origin, the purpose of data processing. You can also request to have the personal data we hold about you erased, to object to our use of your personal data, or to restrict the ways we use your personal data. You also have the right to update or correct the personal information we hold about you and where you have provided consent for us to use your personal information you always have the right to withdraw your consent at any time.

6. Contact details data protection officer:  
Email: [datenschutz@staedelschule.de](mailto:datenschutz@staedelschule.de), Phone: 069-60500834

#### §15 Validity

These terms of use are valid as of 1.7.2020

Frankfurt am Main, 1.7.2020

Prof. Yasmil Raymond  
Rector, Städelschule

## Städelschule

Academy of Fine Arts, Frankfurt am Main

Dürerstr. 10, D-60596 Frankfurt am Main

Telephone +49 (0)69-605008-34, Fax +49 (0)69-605008-8435

Email [bibliothek@staedelschule.de](mailto:bibliothek@staedelschule.de), [www.staedelschule.de](http://www.staedelschule.de)

# Terms of Use Städelschule Library