

## User regulations for the German Trade Fair Library As of 5/2017

### 1. General information

The German Trade Fair Library functions in part as a reference library. In operating the German Trade Fair Library, the Institute of the German Trade Fair Industry supports research, teaching and studies relating to the trade fair, congress and event industry. It is open to all interested parties. Users must provide their first and last name, date of birth, profession and address, and also present valid personal identification. The library also accepts other identification cards with a photograph for authentication purposes.

### 2. Lending

Users may check out items from the library for personal use upon showing their identification card. Users may also order items from the German Trade Fair Library and have them sent to their address by post. An online loan request must be addressed to the German Trade Fair Library via the online catalogue at [auma.de](http://auma.de). Items are only forwarded to addresses in Germany.

The possibility for using the items results on the basis of the following shelfmarks:

Shelfmark	Type of media
0....	AUMA publications Lending, free shipping by post or download
1....	Antique books (literature before 1945) Lending via German interlibrary loans
2....	Specialist literature on trade fairs, congresses and events Lending or copy
3....	Magazine articles Free shipment of copies of up to ten articles
4....	Academic works Lending of duplicates, forwarding of copies by a copy shop against invoice
5....	General economic literature not focusing on trade fair topics Lending
6....	Reference works Lending not permitted

### **3. Lending period**

The lending period is four weeks. The lending period can be extended.

Once the lending period has ended and a subsequent period of two weeks for the return of an item has passed without the return of the item, the Library is entitled to bill the user for the costs of procuring a replacement for the item providing the failure to return the checked out item is attributed to this party.

### **4. Costs**

The German Trade Fair Library offers the following services free of charge:

- Use of the library following registration by the user
- Lending of items
- Shipment of items
- Commissioning of a copy shop with the duplication and forwarding of scholarly works against invoice

The user shall carry the following costs:

- Costs for the return shipment of the items
- Costs for the duplication and forwarding of scholarly works by a copy shop (0.07 euros per page plus postage and VAT) against invoice

### **5. Code of conduct for users**

Smoking and eating in the German Trade Fair Library is prohibited. Users must refrain from disturbing other users and library operations. Furthermore, instructions from library personnel must be followed.

The library materials must be handled with care. It is particularly important that dirt and damage to items are avoided. It is prohibited to pass on items to third parties. Users must immediately report the loss of an item.

### **6. Liability**

AUMA e.V. is not liable for the loss or damage of personal items brought by users into the library unless a case of intent or gross negligence is attributed to AUMA e.V.

### **7. Data protection**

The personal data of users and the checked-out media are kept in a database solely for internal use by the loan staff. Only AUMA e.V. has access to this data. No data is passed on to other parties.