

## Modul University Library – Conditions of Use

### Users

- MU Library is open to MU students, researchers and members of faculty and staff including external lecturers. MUL is not generally open to other users, but individual arrangements may be made. External users are advised to contact the library before they visit.
- Users may be asked to show a student or staff ID. Any external users having a special permission to use the library must be prepared to show a valid photo ID.
- All users of MU Library must observe the library regulations. In cases of repeated or severe violation of these regulations, the user's permission for using the library may be suspended by the university management.

### Use of reading room, magazine and facilities

- It is forbidden to eat or drink in the reading room or the magazine.
- It is forbidden to take bags into the magazine.
- Cell phones must be turned off or on mute inside the library; calls may only be answered outside the library.
- Users must avoid any behavior that might interfere with the aim of providing a good environment for study and work. This includes, but is not limited to: loud talking, listening to music with earphones if it could disturb others, misuse of furniture and equipment.
- MU is not responsible for unattended personal belongings left in the library.

### Use of books and other library holdings

- Care must be taken of all Library items and materials. No user may mark, mutilate or annotate books, and any marking or damage found must be reported to a Librarian.
- When wanting to use an item that does not carry a signature label, users need to consult a librarian.
- Books that have been used in the reading room must be returned at the counter after use.

## Loans

All loans must be taken out and returned by contacting a member of staff. Users' library accounts are locked temporarily if they have overdue books and may be locked permanently after repeated failure to return loans in time.

Loan conditions		
	Loan period	Limit on items on loan
<b>Students BBA</b>	weekend	3
<b>Students BBA (Thesis)</b>	1 week	3
<b>Students MSc</b>	1 week	3
<b>Students MSc (Thesis)</b>	1 week	5
<b>Students MBA</b>	from one block to the next	3
<b>Students MBA (Thesis)</b>	from one block to the next	5
<b>Faculty, staff, external lecturers</b>	90 days	no restriction

## Electronic Media

The use of electronic content that MU provides access to is subject to the terms and conditions specified on the respective websites. In particular, authorized users of MU library are prohibited from enabling third parties to access these resources.