

***This English translation is intended to allow international readers a better.
It is solely for information purposes and only the German version is legally binding.***

OFFICIAL ANNOUNCEMENTS FH D Fachhochschule Düsseldorf – University of Applied Sciences¹

FH D VERKÜNDUNGSBLATT (UNIVERSITY BULLETIN OF OFFICIAL ANNOUNCEMENTS)

ISSUED BY: THE PRESIDENT

Date: 23 February 2010

No. 227

**Scale of Charges and Fees of the University Library
of Fachhochschule Düsseldorf – University of Applied Sciences
of 23 February 2010**

Pursuant to sections 2 subsection 4 and 29 subsection 4 sentence 4 of the law on the higher education institutions in the federal state of North Rhine-Westphalia (HG NRW) as amended in the higher education freedom act (*Hochschulfreiheitsgesetz*) of 31 October 2006 (gazette of laws and ordinances NRW GV, p. 474), last amended by article 2 of the law on the setup of universities of applied sciences for health professions (*Gesundheitsfachhochschulgesetz*) of 8 October 2009 (gazette of laws and ordinances NRW GV, p. 516) in conjunction with article 1 section 5 subsection 1 of the third amendment to the regulations on tuition fee and other university charges of 14 December 2009 (gazette of laws and ordinances NRW GV, 2010, p. 13), Fachhochschule Düsseldorf – University of Applied Sciences (FH D) has issued the following scale of charges and fees:

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¹ [Translator's note: This was the former name of the university of applied sciences which is now called HSD. The translation sticks to the source since the official announcement was published when it was still called FH D.]

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Section 1 Principle

- (1) The use of the library is generally free of charge.
- (2) Special services of the library and late returns are charged for.

Section 2 Library Card

- (1) For issuing the library card² an annual fee of EUR 20.00 applies.
- (2) Members of the Fachhochschule Düsseldorf – University of Applied Sciences and of the other public universities of the state of North Rhine-Westphalia get the library card free of charge.
- (3) The head / deputy head of the University Library may exempt other user groups from the obligation to pay the fee for the library card.
- (4) If the library issues a new library card due to loss or damage of the previous library card, a fee of EUR 10.00 applies.

Section 3 Late Return

- (1) In case of a late return, an overdue fine applies. It is payable once the return is later than the return due date and amounts to the following charge per item

up to 10 days delay: € 2.00
up to 20 days delay: € 5.00
up to 30 days delay: € 10.00
more than 30 days delay: € 20.00

- (2) In case of late return of a short-term loan item, the fee amounts to € 2.00 per item and day.
- (3) In case of more than 40 days delay in return or 10 days delay in case of a short-term loan, the library may charge you for buying a new copy. In addition, an administrative fee of EUR 25.00 applies. If the library does not buy a new copy that you have to pay for, it counts as failure to return item(s) according to section 4.
- (4) Sentences 1–3 apply to all items or equipment of the library made available for a certain loan period.

Section 4 Loss, Damage, Failure to Return Item(s)

- (1) In case of loss, damage or failure to return item(s) or parts of item(s), an administrative fee of EUR 25.00 applies in addition to the compensation charge.
- (2) Sentence 1 applies to all items or equipment of the library made available for a certain loan period.

²The terms *Benutzungsausweis* and *Benutzungskarte* (library card, library pass, library ID) are used synonymously.

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Section 5 Interlibrary Loan

(1) For the use of an interlibrary loan, a flat fee applies to cover expenses. The exact amount conforms with the applicable regulations on interlibrary loans in the Federal Republic of Germany (*Leihverkehrsordnung*) and the additional regulations of the federal state of North Rhine-Westphalia.

(2) The head / deputy head of the University Library may exempt user groups from the flat fee to cover expenses.

Section 6 Information Services

For more complex or large-scale information services and literature research, a charge of EUR 13.00 per started quarter of an hour of working time applies. The head / deputy head of the University Library decides when this applies.

Section 7 Other Services

The head / deputy head of the University Library may also charge for special services (e.g. making copies). The head / deputy head of the University Library determine and announce such fees in a suitable way, e.g. by means of a notice.

Section 8 Expenses

Library's expenses, e.g. postal charges, insurance costs for items ordered via interlibrary loan or charges for the use of external databases, need to be repaid to the library.

Section 9 Late Payment

In case of late payment, administrative execution procedure applies to recover the costs in accordance with the law on administrative enforcement (*Verwaltungsvollstreckungsgesetz*) of the federal state of North Rhine-Westphalia as last amended.

Section 10 Grant of Delay, Reduction and Remission of Fees and Expenses

For fees and expenses incurred, a delayed payment, reduction or entire remission may be granted upon formal request as an exception, if charging would mean exceptional hardship in the individual case. The head / deputy head of the University Library decides when this applies.

Section 11 Entry into Force

This scale of charges and fees enters into force on 23 February 2010.

Issued based on the recognition of legitimacy by the Board of Management of Fachhochschule Düsseldorf – University of Applied Sciences via circulation in writing in February 2010 and on the resolution of the University Senate of Fachhochschule Düsseldorf – Universities of Applied Sciences of 23 February 2010.

Düsseldorf, 25 February 2010

[Signature of the President]

The President of
Fachhochschule Düsseldorf – University of Applied Sciences
Prof. Dr. Brigitte Grass