

HFT Stuttgart Library

Library regulations: short summary

- Address:** Schloßstr. 26, 70174 Stuttgart, Phone: +49(0)711 8926 2927, bibliothek@hft-stuttgart.de
Catalogue + renewals: <http://www.hft-stuttgart.de> - Facilities - Library - Catalogue / Account
- Regular opening hours:** Mon + Tue 8:30 a.m. – 8 p.m.
Wed + Thu 8:30 a.m. – 6 p.m.
Fri 8:30 a.m. – 4 p.m.
Different hours apply during semester breaks / holidays and will be announced on the website.
- Important:** Please don't leave your personal belongings in the library where you can't keep an eye on them. The library isn't liable for any loss or damage. Please use the provided lockers.
- Loan period:** The standard loan period is 28 days. Please bring the items back or renew them on time!
- Renewing items:** You can renew a checked-out item as soon as three days before the due date - as long as no other library user has placed a hold on it. You can renew any item up to five times from your own home using the online catalogue ("My account"). If you issue a renewal by e-mailing us after opening hours, your request will be attended to on the next opening day.
- Reference collection:** Items labeled „Nicht entleihbar“ may not be taken out until one hour before closing. They can only be checked out for one night (or the weekend) and must be returned by 10 a.m. on the following opening day. Increased fees for late returns apply (as stated in Library regulations *BiblGebO § 2 Abs. 5*). Returned after 10 a.m. on due date: €3.00 per item. For each additional day: €3.00 per item per day (accumulating to every fee since - and including - the due date).
- Periodicals:** Bound volumes of periodical issues are part of the reference collection. Current issues cannot be checked out.
- Loose leaf collection:** Loose leaf editions cannot be checked out under any circumstances.
- Loan limitations:** Students may check out up to 30 items at the same time. Library users that are not affiliated with the HFT Stuttgart are limited to a total of 20 items. External users have access to the electronic media (e-books, e-journals, databases etc.) at the HFT library on site only.
- Placing holds:** Library users can place a hold on items that are currently checked out using the online catalogue. As soon as it is returned to the library, you will receive an e-mail and the item will remain on the reservation shelf behind the service desk for one week.
- Account suspension:** Your account will be suspended if you allow a total fee of more than €10,00 to accumulate. You can check out or place a hold on items again as soon as the fee has been paid. You can renew checked out items with a suspended account (if there are no holds on them).
- Library card:** Please take your library card (for HFT students, staff and lecturers: your HFT ID card) with you to the library. If you lose the card, please notify us immediately so your account can be suspended. You are liable for any misuse of your card. To issue a replacement card, we have to charge an administrative fee of €5,00 (see *Geb.satzung § 7 Abs.2*)
- Change of address:** If you are not affiliated with the HFT Stuttgart, please notify us of any change of address. Due fees have to be paid even if the reminder could not be sent successfully due to an invalid address.
- Fees:** The following fees apply for late returns:
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|------------------------|-----------------|-----------------------------------|
| 1st reminder: | €1,50 per item | These fees are cumulative! |
| 2nd reminder: | €5,00 per item | |
| Each further reminder: | €10,00 per item | |
- Fees are due as soon as the library system automatically charges them to your account.