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 CIRCULATION POLICY OF THE UNIVERSITY LIBRARY
 

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Information on borrowing media at the University Library of the Paracelsus Medical Private University (PMU)

### Library privileges

To borrow materials, library patrons must have a valid library card. For PMU or SALK students, faculty, and staff, the SALK/PMU ID card also serves as the library card. PMU alumni may apply for a library card. Students from other institutions, such as the University of Salzburg and the University of Applied Sciences Salzburg, can obtain a library card free of charge by providing a current student ID. External (public) patrons may purchase a library card by presenting a photo ID, proof of residence, and paying a 30.00 € fee. The library card is valid for one year and must be renewed annually.

The library card is required to borrow library materials. Patrons without their library card may use present alternative identification, such as a passport or driver's license. No identification is necessary for returning borrowed media.

### Loan periods for library items

|                         | Maximum check-outs | Loan Periods Books, DVDs / CDs | Loan Periods Journals / Periodicals | Maximum Loan Duration       | Graduate Thesis | Reserve items         |
|-------------------------|--------------------|--------------------------------|-------------------------------------|-----------------------------|-----------------|-----------------------|
| PMU/SALK students       | 20 items           | 28 days                        | 7 days                              | 84<br>Journals:<br>14 days  | Duplicates only | Weekend loans allowed |
| PMU/SALK faculty, staff | 40 items           | 42 days                        | 7 days                              | 168<br>Journals:<br>14 days | Duplicates only | Weekend loans allowed |
| External users, Alumni  | 10 items           | 14 days                        | 7 days                              | 28<br>Journals:<br>14 days  | Duplicates only | Weekend loans allowed |

### Locations

The majority of the collection is housed in the open stacks of the University Library on the 2nd floor of building B (Strubergasse 21). Materials from the CDK Library, university institutes, university administration, and archives may only be partially available for borrowing. For detailed borrowing guidelines, refer to the PMU library catalog under "Locations."

## Renewals

PMU / SALK students may renew borrowed materials for 28 days at a time, up to a total borrowing limit of 84 days, via the PMU library catalog or at the library. PMU/SALK faculty and staff may renew items for 42 days per renewal, with a maximum borrowing period of 168 days. External patrons may renew materials for 14 days at a time, with a total borrowing limit of 28 days. When an item has reached its renewal limit, it must be returned to the Circulation Desk and checked in before it can be renewed again.

Renewals are not allowed in the following cases:

- After the borrowing period has expired.
- For items reserved by other users.
- For overdue items.
- For items with restricted borrowing periods (1 week).

## Requesting books

Items currently checked out or stored at university institutes, archives, or the CDK Library can be reserved or ordered via the PMU library catalog ("Sign in"). Requesters will receive an email notification when the reserved or ordered item becomes available. The item will be held for pickup at the library for five business days. Items from the archives will be ready for borrowing by the next business day. Items from university institutes or the CDK Library cannot be used on-site and must be ordered through the library catalog. These items will be available for borrowing within three days.

Hold notices can be placed on checked-out materials by selecting the item in the PMU library catalog and clicking the "Request" button on the left side of the title/author information. Held items will be available for pickup for seven days.

When books are received at the University Library, requesters will be notified to pick them up at the Circulation Desk.

## Weekend loans

Items marked as reference materials, identifiable by an orange label on the spine, may be borrowed over the weekend. Loans begin Friday at 12:00 PM and must be returned by Monday at 7:00 PM. A late fee will be charged for overdue items.

## Notification policy

The University Library sends all correspondence, including reservation notices, reminders, and overdue notifications, exclusively through email.

## Reminders and overdue notices

Patrons receive a reminder approximately four days before the due date. Overdue items are charged a fee of 0.50 € per item per day, which is automatically applied to the patron's library account. Once the loan period expires, the first overdue notice is issued,

followed by a second and third notice at seven-day intervals. Borrowing privileges are suspended automatically after the third overdue notice.

Note: **Failure to receive email notifications does not exempt patrons from returning borrowed items on time.** Please ensure your preferred email address is current in the PMU library catalog to receive these reminders.

#### Fines and fees

Overdue materials: 0.50 € per day for each checked out item. Overdue fees must be paid in cash at the Circulation desk.

Replacement costs: In those instances where an item has been lost or damaged severely enough to require replacement, the library user will be charged the original replacement cost of the item, plus a 20.00 € non-refundable processing fee to cover the cost of acquisition, cataloguing and preparing the item for circulation.

Denial of borrowing privileges:

Library users will have their borrowing privileges denied when their fines exceed 15.00 €.

#### Returning borrowed items

Materials may be returned during the library's opening hours or by mail. When the library is closed, borrowed materials may be returned via the book drop at the main entrance of the building B. Returned items will be processed on the next business day.

#### Returning borrowed items

Materials must be returned in the same condition as when they were checked out. Borrowers should notify library staff of any damage noticed before borrowing an item. If no damage is reported, the item will be assumed to have been borrowed in good condition.

#### Electronic Resources at the Paracelsus Medical Private University

PMU provides access to various digital resources, including the Electronic Journals Library (EZB, databases (via DBIS), and e-books.

These resources are available on university premises and at Salzburg University Clinics.

Access to digital resources is granted to:

- PMU/SALK students, as well as faculty and staff of PMU or the Salzburg University Clinics, with active enrollment or employment status.
- Members of affiliated teaching hospitals who have a contractually defined relationship with PMU (e.g., active teaching staff).
- "Walk-in users" (visitors) at designated workstations within the library.

### Library conduct rules

Items in the open stacks are freely accessible and can be retrieved by patrons. Library users are expected to be considerate of others using the library. Cell phones must be muted, and phone calls are not permitted in library spaces. Bags and backpacks are prohibited in the open stacks or reading areas. The library cannot be held responsible for the loss or damage of personal belongings.

### Reproductions

Patrons must comply with copyright, privacy, and other intellectual property rights when making reproductions. Any violations are the responsibility of the patron, who must indemnify PMU against potential claims.

### Violations of library rules

Library privileges may be suspended in the event of repeated violations of library regulations.