

Media Center Regulations at the Center for Languages and Key Competences

Terms of Use

The Media Centers are not public facilities; they should be viewed solely as institution-based resources that are available only to students at the University of Potsdam and all participants in courses in the Center for Languages and Key Competences (Zessko). Holdings are freely accessible to all users and must be used in the individual work areas. DVDs and audio materials are secured against theft in a safety box, which must be removed or put back on at the information desk. Open access holdings should be placed on the book cart after use, or given to a staff member. We also allow dictionaries to be loaned out for examinations; payment of a deposit is required. Selected (and clearly marked) media, especially those for the preparation of presentations, are available for a brief loan, meaning overnight or over the weekend. A loan is only possible if the user has a chip card (student ID) and fills out a registration form.

Conduct in the Media Centers

Every user must be considerate to other users and shall not disrupt Media Center operations. Disruptive behavior must be avoided at all costs; the use of mobile telephones is prohibited in particular. Smoking, eating, and drinking are not allowed. Animals cannot be brought into the Media Centers. Bags, jackets, and other items must be secured in lockers (in the foyer) and removed at the latest by the Media Center's closing time. Keys for the lockers are available at the information desk. Exceptions to this policy are granted for laptops and other valuable items, which users can take into the Media Center. Books, magazines, and other media brought by a user must be shown to the staff, without being asked. Instructors' semester materials can only be used for copying. None of the pages should be removed from the binders, and they must be returned in their original condition.

Provisions regarding Copyright and Personal Rights, as well as the Use of IT and AV workstations (Excerpts from the terms of use for the university library)

§ 12 Copyright and Personal Rights

“(1) Users are required to comply with applicable copyright provisions; to only use literature offered in electronic form for their own academic use; not to download such literature systematically, to forward it to others, or use it for commercial purposes; and to comply with any additional usage restrictions promulgated by the [Media Centers].

(2) Users are required to respect the personal rights of others insofar as these rights are affected by the use and subsequent treatment of the information offered or conveyed by the [Media Centers].

§ 23 Use of IT and AV Workstations

“(1) ... provides its users with IT and AV workstations for the use of electronic information. This use is permitted for official, academic, or study-related purposes. This use can be regulated if necessary. Private or commercial use of IT facilities, including Internet access, is prohibited.

(2) IT/AV facilities and devices (hardware and software) must be operated according to regulations, handled carefully, and protected from damages. Inappropriate use that deviates from these provisions include in particular

- a) unauthorized access to external data or unauthorized access to external devices, which also applies to work in preparation for such purposes;
- b) the inappropriate disturbance of other users;
- c) overloading the network by means of undirected and excessive data transmission;
- d) the inappropriate disruption or significant restriction of operations caused by the improper use of hardware and software.

Changing or deleting data or files is not permitted. Disruptions and perceived violations by third parties must be reported immediately.

(3) During the use of the entire electronic infrastructure, particular attention must be paid to relevant copyright, data protection, and legal regulations. The user is liable for all damages culpably caused by the use of IT facilities and devices.

(4) Liability is excluded for securing user data and for defective software installations”