

RULES AND REGULATIONS FOR THE PARLIAMENTARY BUILDINGS

RULES AND REGULATIONS FOR PARLIAMENTARY RESEARCH SERVICES

VIENNA 2006

RULES AND REGULATIONS FOR THE USE OF THE LIBRARY

Rules and regulations for parliamentary research services in accordance with figure 53 of the Rules and Regulations for the Parliamentary Buildings, 2006

Rules for the Use of the Library

B1. Scope of Tasks and Duties of the Library

The tasks and duties incumbent upon the library comprise the acquisition, formal registration, making available of the contents and ensuring the accessibility of the printed works, audio-visual media and other data carriers necessary for the fulfilment of the tasks of the organs of federal legislation. The Parliamentary Administration sees to the proper storage and protection of the library stocks. In order to make available works not contained in the stocks of the library, inter-library loaning with other libraries is to be maintained. In its capacity as special library for parliamentary publications, it is also incumbent upon the library to exchange materials of the Austrian Parliament with foreign libraries in order to keep these stocks up to date. The library is also entitled to use duplicate copies in order to ensure the most economical use possible of the available financial resources. Along with answering requests, the library is to offer information services appearing periodically as well as ad hoc to the parliamentary bodies and the parliamentary administration. Other tasks, such as copying and duplicating/reprographic activities, microfilming, etc., are to be carried out by the library in accordance with the guidelines (Zl. 215-NR/79) established uniformly by the Parliamentary Administration for this purpose, bearing in mind that the available resources are to be used as economically as possible; services for non-parliamentary users shall in general be rendered against reimbursement of costs.

B2. User Categories

B2.1 The following categories of persons are primarily entitled to use the library within working hours:

- Members of the National Council (“Nationalrat”) and members of the Federal Council (“Bundesrat”)
- Austrian delegates to the European Parliament
- Employees of the Parliamentary Administration
- Employees of the Parliamentary Groups
- Parliamentary assistants according to the 1992 legislation pertaining to parliamentary employees

B2.2 Beyond these categories of users, all persons interested in the parliamentary work of the National Council (“Nationalrat”) and the Federal Council (“Bundesrat”) shall be entitled to use the library, provided an appointment has been made with the library, the reservation being that the library’s services may only be used in so far as the primary groups of users are not impaired in their activities.

B2.3 Every user shall commit him- or herself to leaving the library a free specimen copy of any research work written on the basis of the use of library stocks.

B3. Loanable Stock

B3.1 The library is principally a reference library. Borrowing stock is, however, possible for the user categories as defined under B2.1, with the reservation that parliamentary assistants need to be authorised by proxy by their members of the National Council (“Nationalrat”) to borrow stocks on their behalf. This written authorisation remains with the library and shall be valid as long as it is not provably withdrawn.

The giver of the proxy, not the authorised parliamentary assistant, shall be liable to the library. Other employees/co-workers of the delegates are not entitled to borrow library stock.

B3.2 Library stock may only be taken out if previously administrated in accordance with library procedures. The library management determines what stocks shall not be loanable, shall be loanable for a limited period of time, or loanable without restrictions.

B3.3 The civil servant in charge of the reading room shall be entitled to request the borrower to show his or her ID to prove that he or she pertains to the category of persons entitled to take out library stock.

B4. Borrowing Library Stock

B4.1 The taking over of a borrowed work has to be confirmed by the borrower or a representative entitled to do so with a signature on the borrowing voucher. By taking out books, any and all users give their permission that their personal data may be electronically processed.

B4.2 The loaning of borrowed books to third persons – even within the category of persons entitled to use the library – is not permitted.

B4.3 The borrower shall be liable for the borrowed work for as long as the debit is stored in the library's electronic data processing system or for the period of time a borrowing voucher completed in hand-writing and signed by the borrower remains with the library.

B5. Borrowing Periods

B5.1 The standard borrowing period is four weeks. The borrowing period may be extended twice up to a maximum overall period of 12 weeks, provided no reservation has been made for another borrower.

B5.2 For special reasons, such as in case of a library review, or a fundamental re-organisation of parts of the library stock, the library management shall be entitled to call back stock before the expiry of the borrowing period.

B5.3 Members of the National Council ("Nationalrat"), Members of the Federal Council ("Bundesrat") and Austrian Delegates to the European Parliament leaving the law-making bodies, as well as departing parliamentary employees and employees of the Parliamentary Groups are requested to immediately return to the library all works borrowed.

B6. Due Diligence, Return, Reminders, Substitute Specimens

B6.1 Borrowed stock must not be damaged or marred by marking, underlining or highlighting, taking out of leaves/pages or in any other way.

B6.2 Reminders will be made in writing. The last reminder will be expressly marked as last reminder. It results in a withdrawal of the permission to borrow library stock and a call to return the library stock taken out.

B6.3 The borrower shall be obliged to replace any lost stock at his or her own expense. If he or she is unable to do so, the library will acquire a substitute specimen at the borrower's expense.

B6.4 Notwithstanding the provisions defined under B6.3, the library shall acquire substitute specimens at the expense of the respective Parliamentary Group if stock had been borrowed by Parliamentary Party Members who in the meantime left the Parliamentary Party, and all reminders have been futile.

B7. Interlending (Inter-library Loans)

Stocks the Parliamentary Library borrows from other libraries must not be used outside the rooms of the library.

B8. Copies

(Electrostatic copies, copies from machine-readable data stock)

B8.1 The users are responsible for making copies themselves and shall be liable regarding the observance of all copyright provisions.

B8.2 For reasons of conservation, stocks may be precluded from copying.

B8.3 Users in accordance with B2.2 shall reimburse the library for copying costs to the extent announced on the notice board.
