

Unfortunately, library cards cannot be issued to applicants under the age of 16.
 16 to 18-year-olds: Please fill in the additional form "Antrag auf Zulassung minderjähriger Benutzer" (application for underage users) and present the originals or copies of your parents' ID cards or passports when you submit the form.

Ansbach University of Applied Sciences
Library
 Residenzstr. 8
 91522 Ansbach
 Telefon: 0981 4877-431
 E-Mail: bibliothek@hs-ansbach.de

Library Card Application

Please note:

Our libraries cooperate with Ansbach State Library (Reitbahn 5, 91522 Ansbach). This allows you to use your library card for both the **University Library** and the **State Library**.

User data will be shared between the two libraries for this purpose.

The Leibniz Supercomputing Centre of the Bavarian Academy of Science and Humanities hosts the library's systems and data. The Head Office of the Bavarian Library Network, a department of the Bavarian State Library, is responsible for technical support.

User group:

<input type="checkbox"/> Bachelor student	<input type="checkbox"/> Student on Rothenburg campus	<input type="checkbox"/> Master student	<input type="checkbox"/> Professor	<input type="checkbox"/> Lecturer	<input type="checkbox"/> Member of the university
<input type="checkbox"/> Not a member of the university	<input type="checkbox"/> Refugee, limited residence permit				

Surname, given name	
Date of birth	_____ . _____ . _____ (DD.MM.YYYY)
Street and house number	
Postcode and town/city	
E-mail address (optional)	Please note: If you provide your e-mail address, we can send you reminders about approaching due dates for library materials and pick-up notifications for ordered items.

I request to be issued a CampusCard for the University Library and hereby accept the current versions of the General Regulations on the Use of Bavarian State Libraries (ABOB) from 18 August 1993 and the "Nutzerordnung der Bibliothek" (library user regulations) for Ansbach University of Applied Sciences. These documents can be accessed at the library.

I consent to my personal data (*name, address, date of birth, e-mail address*) being processed by the Ansbach University of Applied Sciences Library in order for me to access and borrow media from the University Library. I further consent to this information being shared with Ansbach State Library (Reitbahn 5, 91522 Ansbach) in order for me to access and borrow media from the State Library.

I have been issued a CampusCard with the user number _____.

Place, date

Signature

Please note the information on the back!



- I am aware that by using the Ansbach University of Applied Sciences Library and Ansbach State Library, I agree to adhere to the current versions of the General Regulations on the Use of Bavarian State Libraries (ABOB) from 18 August 1993 and the “Nutzerordnung der Bibliothek” (library user regulations) of Ansbach University of Applied Sciences.
- The use of IT services provided by the library are governed by the “Benutzungsordnung für das Rechenzentrum” (Computing Center user regulations), which can also be accessed at the library.
- The Leibniz Supercomputing Centre of the Bavarian Academy of Science and Humanities (Boltzmannstraße 1, 85748, Garching bei München) hosts the server.
- I am liable for any **fees** incurred by my use of the University Library or the State Library (see for example, Section 18 (3) of the ABOB: overdue books) and for any damages caused by my violations of the above regulations.
- I am aware that **failing to return books on time** will result in late fees; I will not be able to borrow library materials until I have paid the fees.
- I am liable for any damages caused by **losing my CampusCard**. After I report my lost card to the library, I am no longer accountable for resulting damages.
- I will promptly inform the library of any **change of address**.

**Data protection information
(Section 13 of the EU General Data Protection Regulation)**

The personal data you have provided, in particular your name, address and date of birth will only be saved by the library for internal purposes in order for you to access and borrow items. Data is collected according to the legal regulations in place.

Your data will only be shared with the relevant authorities if required to pursue our interests.

Staying informed, making corrections, deleting data, making objections

Library users **can request information** about the data saved on them at any time or access this data by logging into the library catalogue with their user account. If the data is incorrect, users can submit a request for their personal data to be **corrected**.

Library users may also withdraw consent to data use and request that their personal data be **deleted**.

However, if we are not able to save and process your data, you cannot borrow items from the library and your library card will no longer be valid.

You can send your withdrawal request to the university library by post or e-mail or visit the library during staffed hours.

The legality of prior use of your data is not effected when you withdraw your consent.

Deleting inactive accounts

Your data and user account will automatically be deleted if you do not use your library card and user account for 3 years.

Last updated: 25 May 2018

The English text in this document only serves the purpose of providing information on the contents of the corresponding German text. Only the German text is legally binding.

Übersetzt durch BaySeV, Stand: 7. September 2018