



GEORG-AUGUST-UNIVERSITÄT GÖTTINGEN

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Official Announcements I

Promulgated by the President of Georg-August-Universität Göttingen

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Presidential Board:

I. On 29 October 2013, the Presidential Board resolved the following (Section 37 para. 1 (3) of the Lower Saxony Higher Education Act (NHG) as promulgated in the Notification dated 26 February 2007 (Lower Saxony Law and Ordinance Gazette [Nds. GVBl.], page 69), as last amended by Article 1 of the law dated 11 December 2013 (Nds. GVBl., page 287); Section 23 para. 2 (3) of the Basic Constitution of Georg-August-Universität Göttingen (GO) as promulgated in the Notification dated 20 December 2010 (Official Announcements No. 58/2010, page 6347), last amended by resolution of the Senate on 5 September 2012 (Official Announcements I No. 3/2013, page 21):

1. Responsibility for operation of the Learning and Study Building Campus, hereinafter referred to as LSG-C, is hereby transferred to the Göttingen State and University Library, hereinafter referred to as the SUB; thus encompassing the LSG-C as falling under the SUB's geographical area of responsibility. More details are provided in the Guidelines for Use of the LSG-C. Special responsibilities of the University institutions, specifically of the Technical Building Management, the Department of Information Technology and Information Management as well as of the Safety/Environmental Protection Section shall remain unaffected thereby.

2. The Presidential Board hereby resolves to approve the Guidelines for Use of the Learning and Study Building Campus belong to Georg-August-Universität Göttingen, which are hereby promulgated as follows.

3. The resolutions pursuant to Numbers 1. and 2. shall become effective on the day after their promulgation in the Official Announcements I of the Georg-August-Universität Göttingen.

II. On 30 October 2013, the Staff Council approved the Guidelines for Use of the Learning and Study Building Campus of Georg-August-Universität Göttingen (Section 66 para. 1 No. 10 of the Lower Saxony Staff Representation Act (NPersVG) as promulgated in the Notification dated 22 January 2007 (Nds. GVBl., p. 11), last amended by Article 3 of the Act dated 30 June 2011 (Nds. GVBl., p. 210).

**Guidelines for Use of the Learning and Study Building Campus
of Georg-August-Universität Göttingen
(RiLi-Benutz-LSG-C)**

Section 1: Scope

The Guidelines for Use of the Learning and Study Building, hereinafter referred to as RiLi-Benutz-LSG-C, shall govern the utilisation, particularly the allocation and utilisation of rooms and other facilities in the Learning and Study Building, Platz der Göttinger Sieben 3a (LSG-C) of the Georg-August-Universität Göttingen, hereinafter referred to as the University.

Section 2 Utilisation Policy

(1) The University shall provide, temporarily and free of charge, rooms, study cubicles and lockers together with related equipment (collectively: facilities) of the LSG-C to students at Göttingen University for the purpose of self-study. Furthermore, a room for large groups (0.124) is also available at the LSG-C. Since the LSG-C was funded by tuition fees of students in undergraduate study programmes or consecutive Master's degree programmes, reservations by other students, in particular students pursuing doctoral studies or students in advanced degree programmes are possible, as a rule, only on the day of utilisation.

(2) The rules in the Guidelines for Use are intended to promote use which is as comprehensive and broad-based as possible, thus ensuring that the requirements of the users are fulfilled, taking into account the predictability of the facilities on offer and assignment transparency. This is the objective of the occupancy assignment system, the orientation and operation of which is based on these Guidelines for Use.

(3) The utilisation data in the occupancy assignment system are deleted forty days after the expiry of the reservation date, the user data 13 months after expiry of the exmatriculation or of the utilisation contract and/or after the last reservation and/or utilisation.

(4) All high-frequency users of the LSG-C are required to show circumspect and considerate behaviour at all times. The management and staff of the University, as a Public Law Foundation, working at the LSG-C (hereinafter referred to as: the staff), are authorized to avert or prevent disruptions by means of suitable measures.

(5) The users shall use, at their own risk and responsibility, the occupancy assignment system and the reservation account set up separately for each user under the system, with time and room category of reservations made, as well as the options for extensions, cancellations (Section 6 para. 1) and instances of joint use (Section 4 para. 3) which are electronically managed. Students are required to regularly check the accuracy of their reservation accounts within their given possibilities. Any inaccuracies should be reported immediately.

(6) The opening hours are specified in **Appendix 1**.

Section 3 Authorised users

(1) Authorised users are primarily students enrolled at the university in an undergraduate degree programme or in a consecutive Master's degree programme; authorised use is for the purpose of self-study.

(2) Furthermore, authorised users shall also be student associations registered at the university for the purpose of university politics and for performing tasks associated with the university.

(3) Subordinate authorised use shall be granted to other students enrolled at Göttingen University (e.g. doctoral candidates).

(4) Use of the LSG-C for other purposes (in particular commercial use) or by persons other than the user groups mentioned in paras 1 - 3 is not permitted.

Section 4 Reservations

(1) Users shall reserve specified categories of rooms, study cubicles or lockers in advance. Reservations shall be made independently in the occupancy assignment system via the eCampus Students' Portal or the terminals designated for the purpose at the LSG-C. A separate confirmation of the reservation shall not be issued. A specific room assignment shall be made only upon signing in, in accordance with the provisions of Section 7 depending upon availability; if necessary, a room of an alternative category shall be assigned.

(2) The restrictions specified by the University regarding the scope and timing of possible reservations are listed in **Appendix 2**.

(3) Subsequent to making a reservation of a room with more than one workstation, the user who has made the reservation may invite additional users to participate in the reservation. For this purpose, the users' e-mail addresses assigned by the University in accordance with Section 3 para. 1, must be specified when prompted in connection with a reservation. The user who has made the reservation must specify whether the reservation points that will be applied to the reservation (cf. Section 5) should be attributed to him exclusively or to all the users in equal proportion. If the reservation points are to be divided, this process requires the advance consent of the users concerned. Participation and/or division of reservation of points shall take place only to the extent that the consent of the participants is obtained. The participation and division process cannot be performed at the terminals.

Section 5 Reservation points and reservation accounts

(1) Depending on the extent of the utilisation time and the desired scope of utilisation or space requirements, reservation points shall be charged to the reservation account of the respective user in accordance with **Appendix 2** at the time when the reservation is made. If facilities are used beyond the end of the reserved time period or in the event of failure to sign out, as many reservation points shall be charged to the reservation account until the facility is released, as if the reservation had been made for that time period.

(2) In **Appendix 2**, the University specifies one or more limits for a user's reservation points; up to this ceiling, facilities in the LAG-C can be reserved for a specified period in advance. Whenever the total reservation points exceed that limit, the user can make an advance reservation only for the next shortest respective period of time. A reservation for that current utilisation day is possible irrespective of the number of the user's reservation points; the corresponding reservation points are charged to the reservation account.

(3) Reservation points shall be deleted 40 days after the utilisation period expires.

Section 6 Cancellation, expiry and extension of a reservation

(1) Reservations can be cancelled by the user at any time. In the event of a cancellation, the reservation points shall be partially or wholly deleted in accordance with **Appendix 2**.

(2) If rooms or study cubicles are not reserved within a quarter of the reservation period plus 15 minutes after the reservation period starts, the reservation is cancelled automatically. Lockers will be cancelled automatically if registration is not entered by the second day of the reserved time period.

(3) Provided that there are no other reservations pending and the limit of the reservation points has not been or will not be exceeded, the user can change a reservation prior to registration or extend it during the period of use. The particulars are governed by **Appendix 2.**

Section 7 Signing in and signing out, interruptions

(1) At the commencement of each utilisation period, the user must sign in at one of the terminals located in the building and obtain a time-limited access authorisation for the facility. This will be charged to his or her student ID.

(2) The use of a room always requires advance reservation and registration.

(3) It is possible to take breaks and leave the reserved rooms during the reservation period without the time-limited access authorization lapsing. However, no reservation points will be deleted. In addition, there is no need to sign out at the terminal in the event of an interruption.

(4) When the use of a facility ends, all users must sign out at the terminals so as to let other users sign in.

Section 8 Code of conduct

(1) Users must conduct themselves in the LAG-C in a manner that ensures the facility is treated with care and non-disruptive operation.

(2) Prior to use, the user must check the facility to ensure that it is in proper condition. In case of a room, this applies in particular to the condition of the room and to all facilities being

complete. Any damage, defects or soiling detected must be immediately reported to the "Information" desk. To the extent necessary and pending availability, the "Information" staff will allot an alternative room.

(3) Facilities must be left in neat and clean condition at the end of the period of use. Property of the user, for example study materials, may not be left behind beyond the period of use.

(4) The removal of objects (computers, furniture, whiteboard accessories etc.) from the rooms is not permitted even for short periods of time.

(5) Turning over rooms to other persons for their use is prohibited, specifically giving one's student ID encoded with access authorization to another person.

(6) Users may not bring along or consume hot food in the room for large groups or in the workrooms and the study cubicles.

(7) Smoking is prohibited in all parts of the building. Pets are not allowed.

Section 9 Lockers

(1) Lockers can be reserved for one full day only. The reservation period begins at midnight and ends at 11:59 CET. Access is permitted only during the opening hours of the LSG-C.

(2) In order to enable as many students as possible to use lockers, reservation of more than one locker at any given time is not permitted. Use of a locker overnight due to a reservation over multiple days is permissible.

(3) Fundamentally, only working material may be deposited in the lockers. The storage of valuables (in particular electronic devices such as laptops or cash) is prohibited.

(4) The "Information" desk must be notified immediately if the locking mechanism malfunctions during use of a locker. Unauthorized attempts at repair are not allowed. The user is liable for damage to the lockers caused by improper or unauthorized use.

(5) In the event that a student ID encoded with access authorization is lost, the "Information" desk may be requested to open a reserved locker. The applicant must identify himself or herself by means of a valid identity card or passport or an official photo-identity card and describe the contents of the locker. The contents found in the locker in question must be documented. The objects will be handed over only against a signed acknowledgement of receipt.

(6) Anyone using a locker agrees that the locker may be opened and cleared out by the University without issue of an express clearance notice or an advance notification in the event that the duration of use is exceeded by 24 hours or in the case of other unauthorized use. The objects removed shall be treated as lost property and handed over to the University's Lost & Found after a storage period of four weeks. Perishable items, in particular food products and the contents of bottles, shall be disposed of immediately without any entitlement to replacement.

Section 10 Special user groups

In order to provide equal opportunity for certain disadvantaged groups of students – especially students with limited mobility or students with children – who are eligible to use the facilities and can demonstrate the appropriate qualifications for use, may be subject to special preferential rules in accordance with **Appendix 3**, for example, the dedication of rooms.

Section 11 Exclusion from reservations

(1) Users who infringe upon these Guidelines for Use may be excluded from making a reservation either temporarily or in case of repeated or serious infringements, even permanently (Exclusion from reservations).

(2) The duration of exclusion from reservations is two weeks in the following cases:

a) Infringement against Section 8 para. 5,

b) Failure to vacate or failure to sign out of a facility despite being requested to do so after the expiry of the reservation period.

In case of repeated offences, a longer exclusion period or even permanent exclusion from reservations can be awarded in accordance with sentence 1.

(3) In case of a temporary or permanent exclusion from reservations in accordance with paras. 1 and 2, all reservations made by the excluded user and participation in reservations made by third parties shall be deleted for the duration of the exclusion period.

(4) In case of an exclusion from reservations as per paras. 1 and 2, the affected user must immediately clear out the locker being used. Otherwise, a permanent exclusion from reservations may be issued if this has not already been done.

(5) The option to issue a ban on entering the premises over and above the exclusion from reservations as per paras. 1 and 2 shall remain unaffected thereby.

Section 12 Exclusion of liability

(1) The university shall not be liable for loss or damage to articles which a user has brought into the rooms of the LSG-C or has locked into a locker. This does not apply if the loss or damage was caused intentionally or due to gross negligence on the part of the University.

(2) The University shall not be liable for the availability, proper functioning or condition of the rooms and devices even if they have been reserved.

Section 13 Management and responsibilities

(1) The staff or persons appointed by the staff undertake to perform the following tasks in order to ensure proper operation of the facilities:

- a) Blocking of rooms on grounds of security and housekeeping management including the cleaning of the building,
- b) Issue of bans on entering the house for up to three days,
- c) Issue of reservation exclusions in accordance with Section 11,
- d) Cancellation of reservation points to the extent that these have been caused by no fault on the part of the user,
- e) Checking whether the conditions for use according to Section 10 have been met, and making the necessary adjustments.

(2) The management of the LSG-C falls under the purview of the Director of the SUB. She or he is responsible for all matters unless the contrary is stated in these Guidelines or other legal texts. His or her tasks shall include in particular:

- a) Setting down provisions in accordance with Section 10, including amendments in **Appendix 3**,
- b) Issue of bans on entering the house,
- c) Issue of reservation exclusions in accordance with Section 11,

d) Preparation of an annual report on the progress of the LSG-C, which should contain, in particular, an assessment of the implementation of items detailed in Appendices 1 and 2.

The report as per sentence 3 letter d) shall be transmitted in written form to the Presidential Board member responsible for the LSG-C as well as to the zKLS-plus, and explained verbally upon request.

(3) The member of the Presidential Board responsible for the LSG-C shall decide upon amendments to Appendices 1 and 2 to these Guidelines in accordance with the opinion of the zKLS-plus regarding the report as per para. 2 sentence 3 letter d). Subject to revocation, she or he may transfer task falling under his or her purview to other members of the staff.

(4) The amendment to Appendices 1, 2 and 3 of these Guidelines shall be promulgated by publication on the LSG-C website at www.lsg.uni-goettingen.de and also by posting on the LSG-C bulletin board.

Section 14 Effective Date

These regulations shall become effective on the day after their promulgation in the Official Announcements I of the Georg-August-Universität Göttingen.

Appendix 1**Opening Hours**

(1) The LSG-C shall be open daily from 7:00 to 1:00 CET of the following day. The building shall remain closed on public holidays; this also applies to the time slot from midnight to 1:00 CET on the day preceding a public holiday. The opening times between midnight and 1:00 CET on the first public holiday shall remain unaffected thereby. To the extent that separate working hours are determined for the SUB based on the principles of the "Service Agreement on Working Hours" (DV AZ)", these apply correspondingly to the LSG-C.

(2) During periods in which low demand is anticipated on the basis of proven experience, the management of the LSG-C may restrict operations in parts of the building.

(3) The working hours are divided into time slots of 15 minutes each: at 0, 15, 30 and 45 minutes past the hour. Reservations can be made only for full time slots.

Appendix 2**Reservation points and reservation periods****1. Reservation points**

Reservation points will be charged to the reservation account in accordance with the following table for the reservation of facilities at the LSG-C. The calculation of the reservation points is performed on the basis of a pulsed system. As is commercially conventional, the numbers are rounded off to two decimal places.

a) Study cubicles and workrooms

Type	Reservation points per hour
Study cubicle	0.8
1-person workroom	1
2-person workroom for students with restricted mobility	1
2-person workroom	1.5
4-person workroom	2
6-person workroom	3
8-person workroom	4
10-person workroom	5
12-person workroom	6
Lecture room	10

b) Lockers

Type	Reservation points per day
Locker	2

In case of cancellation of a room and / or a locker reservation points shall be deleted from the reservation account of the user in accordance with the following table, depending upon the timing of the cancellation. Reservation points for the pulsed periods released by cancellation or signing out before the end of the reservation period shall also be proportionately deleted.

Time of cancellation	Cancellation of reservation points up to
More than 8 days prior to the reservation	100%
8 to 2 days prior to reservation	75%
Less than 2 days prior to reservation or during the reservation period.	50%

The following applies if a cancellation occurs due to the modification of a reservation:

If due to the modification, the reservation of the day for which the reservation is made is not modified, the reservation points for the original reservation shall be cancelled in full, to the extent that these points are not higher than the reservation points for the modified reservation. If the reservation points for the original reservation exceed the reservation points for the processed reservation, the difference will be cancelled only partially, in accordance with the table above.

2. Limits

Reservation of room categories and / or lockers is possible within a period of up to 120 days in advance, depending upon the status of the reservation account. The following limits apply to the maximum advance booking periods:

Reservation Points	Maximum advance reservation period
Less than 100	120 days
More than 100	7 days
More than 200	2 days
More than 400	0 days (only the current day)

Appendix 3

User groups with special privileges

Wheelchair-bound students can additionally reserve the specially equipped rooms 0.138, 0.139, 0.140 and 0.141.

Students with children can also reserve additionally, the specially equipped rooms 2.114, 2.126, 2.129, 2.130, 2.131, 2.132, 2.133 and 2.134.
