TERMS OF USE

ESCP Business School Library, Campus Berlin
Version 2.0 (as of 20/10/2026)

1. Area of validity

(1) These terms and conditions apply to the users of the library of ESCP Business School Campus, Berlin, defined as the ESCP faculty, students, alumni, executive education participants and staff.

(2) External users are only permitted to use the library stock on-site after submitting an application in writing. By entering the library or using the library services the terms of use are automatically consented.

2. Functions of the library

(1) The library is a reference and lending library with the primary function of being a scientific, academic research facility.

(2) It further serves its users the functions of scientific education, professional development, and ongoing training. In the foreground are the tasks of research, teaching and studies.

(3) Following services are available:
- A part of the holdings for use within the library rooms.
- A major part of the holdings for loan and use outside the library rooms.
- A part of the holdings is stored in the archive. Reservations can be made via our Library Portal and will be made available within 1-2 working days.
- Access to selected e-media licensed by the library.
- Extensive consulting/information about the holdings.
- Suggestions for acquisition (print and online) based on the subject areas of the library stock can be made.

3. Terms of usage

(1) Only users affiliated to the ESCP Business School are allowed to use the library and its services. Anyone using the ESCP Business School Berlin library is subject to its regulations regarding these services.

(2) Personal data are being saved and processed under a legitimate basis that the library is bound to. Users have the right to be informed about the use and processing of their personal data.

(3) All users (Students and Staff) ought to return any borrowed items after the termination of studies/programmes or employment at the ESCP Berlin Campus.

a. Borrowing

Students can borrow up to four books for four weeks and professors and staff can borrow up to ten books for three months.

b. Renewals

Loans can only be renewed if another library user has not reserved the items in question. This can be done via the library account, by email (library-berlin@escp.eu), or by bringing the student-ID card to the library desk. In this latter case, it is not necessary to bring the books.

c. Reservations

Items can be reserved via the library account or by contacting the library staff. When the item in request is available, the user is being informed and the item is held at the library desk for five business days.

d. Return service

At the moment, media can only be returned at the library desk during service hours.

Please note:

- A reservation of items already on loan by the same user is not permitted.
- A reservation of e-media is not possible.
- Reservations are allocated in the order in which they were placed.
- Library users will receive an email to let them know when an item is available for collection.
- Items remaining uncollected by the specified date will be returned to the library shelves, or passed to the next borrower on the

reservation list.
- Items cannot be requested for a specific date.

e. Exclusive right of use

Only the active borrower of a book is allowed to use the book in question, and is fully accountable and liable in case of loss, or damage. Moreover, it is strictly permitted to pass on any book to other users; the active borrower is responsible for returns, or any overdue loans.

f. Overdue loan policy

As the library holds limited stock, it is important that books are returned on time.

Please note:

- No further loans shall be issued to students with overdue loans.
- The library sends out overdue reminders. Users are obliged to reply reminders immediately.
- Overdue loans shall be returned within two reminders. Students, who do not return overdue loans, will have their MySchool accounts blocked. Furthermore, students who have outstanding loans at the end of an academic term will have their exam results and degree qualifications withheld until library items have been returned. This is school policy.
- All lost and non-returnable library stock must be paid for in full by the user concerned. It will be invoiced by the accounting office after the 3rd reminder by the library.
- In case of loss of an item, it is necessary to give immediate notice to the library staff.

g. Duty of care and damages, infringement

In the interest of all users the library's stock, equipment and property must be handled with great care.

Please note:

- It is prohibited to make any notes on the margins, or mark/highlight words, sentences, or passages.
- Any lost or damaged material of the library stock is to be replaced in the form of a refund of the purchased price.
- Users found damaging, or stealing library property will be referred to the academic dean of the respective programme, or the

management board of the school, and will suffer consequences correspondingly.

4. Electronic media and resources

(1) Recent years have seen a dramatic increase in the importance of electronic resources. For example, the growth of electronic books reflects their ease of use, wider access, more rapid updating and cost savings over local maintenance and storage. The library purchases, or leases high-quality electronic resources of major value to school programs and user groups and plays a key role in facilitating access to as well as the use of these resources; our extensive electronic collection merges locally created and commercially supplied resources. For legal reasons, some services require you to log in with your username and password. Others are only accessible within school. Check the Library Portal, and click on Databases for more details.

(2) The terms and conditions of use for e-resources are subject to the licensing agreements between the ESCP Business School library and the providers of electronic products. By using the e-resources, the terms and conditions are automatically consented. Intellectual property rights, particularly rights of use and exploitation under copyright law, are the sole and exclusive property of the providers of the e-resources. Users of the ESCP Business School library Berlin are permitted to access the e-resources in order to use them for research activities and learning purposes, as well as to view, download, save, scan and print out parts of the licensed works. However, systematic downloading of e-resources – entire volumes of journals, for example – is not permitted. Users ought to abide to any additional terms of use of an electronic resource. The use of unauthorized software, web robots etc., for downloading is strictly prohibited.

(3) Remote access to the licensed e-resources may only be undertaken in a secure network and only by the ESCP Business School library users. “Remote access” is defined as access to the e-resources from outside the premises of the ESCP Business School library Berlin (login through Proxy).

5. Behaviour in the library

(1) The instructions of the staff (library, university and security) and the library regulations must be followed at all times - both during opening and service hours of the library (cf. Annex 2.2).

(2) Silence is to be maintained in the library. Other users studying in the library are to be taken into consideration. It is not allowed to make phone calls; phones as well as laptops must be set in 'silent' mode.

(3) It is not permitted to reserve a seat for fellow students, or leave unattended a seat for more than 15 minutes. Reservations must be made individually via our booking system (and in no other way) Affluences, and have a priority.

(4) The facilities and the technical equipment in the library shall be treated with care. In case of willful destruction, the responsible person shall pay the costs of repair, or replacement.

(5) Users are responsible for their own belongings. The library does not incur any liability for damaged or missing items and valuables. Therefore, valuables shall not be left unattended.

(6) Cold and hot drinks are permitted throughout the library, providing that they are in well-sealed containers. While cold food and snacks are tolerated in the library, we advise to take a short break from studying and consume them outside the library's space. Hot food and alcoholic beverages are not allowed in the library.

(7) The library staff is allowed within reasonable cause to examine briefcases, bags, and backpacks in order to check their contents.

6. Video surveillance

Video surveillance is used and aims the protection of the library's property. It is allowed for recordings to be used in case of clarification regarding an infringement. Recordings are deleted every six days.

7. Opening and service hours

(1) Opening and service hours are subject to change. At the moment, media can only be borrowed during the service hours. During semester break and holidays opening hours vary and under special circumstances the library can open later or close earlier. Long and short-term notifications as well as updated information are announced on the library's webpage.

Please note:

- All users are asked to leave the library promptly by closing time and when advised by the security staff.
- Any remaining belongings after closing time will be left inside, where from they can be collected the next day. The library incurs no liability for valuables.

8. IT equipment at the library

(1) Free Wi-Fi is available at the library, as well as on the whole ESCP Berlin campus. The login data can be requested from the IT and are announced on notice boards.

(2) The book scanner is available for students and staff free of charge. The library staff will gladly help with the use of the scanner. Instructions for use can be found next to the scanner.

Please note:

- Users should be aware of and abide by the copyright legislation. Users take sole and full responsibility for complying with copyright law in regard to the allowed material to be scanned. A disclaimer gives information about the copyright obligation before the scanning process begins.
- The storage of larger files on a USB stick is recommended. If the email storage option is chosen instead, the process might be aborted, and the scanned files might get lost. Smaller files can be sent by email (Attention: the emails can also end up in "spam").
- The library has a limited number of USB sticks available at the library desk to borrow. Users will have to return them as soon as possible.
- Except for books and journals, the scanner is also suitable for documents such as passports and certificates.

(3) A printer is not available at the library. Printing services are available opposite the library in the PC-pool B 019. The IT Office is responsible for specific questions and problems regarding the printers.

9. Legal validity

(1) The library reserves the right to add or amend these terms of use if required.

(2) This regulation shall come into effect on the 20.10.2026.

Signed by

Lisa Binder – Head of Library – ESCP – Campus Berlin

Berlin, _____

Place, date **Signature**