

Special Borrowing Rights of the Duisburg-Essen University Library:

Sachmittelausweise (Library cards for material expenses)

The university library also purchases literature that the university's departments want to buy from their own funds for the internal use at the department. The library benefits from special discounts and conditions and ensures a proper inventory.

The literature thus acquired is recorded and catalogued – as long as the books / journals are not expendable items – and then made ready for lending to the *Sachmittelausweis*.

Financing

The university departments finance the literature from tangible means, i.e. either regular tangible means or appointment funds, third-party funds or project resources that are at the department's disposal. Along with an order, the library must be informed about the budget which is to be charged (*fund, account or PSP element, impersonal account*).

The buyer himself is responsible for the funds management. It is also possible to rededicate the funds and to install a special account within the library from which can be ordered continuously. In this case the library handles the funds management and regularly informs about the amount of the expenses being incurred.

Inventory evidence / Liability

The books entered on the *Sachmittelausweis* are recorded in the library's internal catalogue but are not shown in the online public access catalogue.

The owner of the *Sachmittelausweis* is responsible for the books he borrows.

Lending and return

- The *Sachmittelausweis* is issued after the first order from tangible means and will be sent to the buyer.
- Literature bought from tangible means is made ready for lending and, after a notification, can be fetched in the respective branch library.
- When the owner of the *Sachmittelausweis* leaves the university Duisburg-Essen, the borrowed items have to be returned. The settlement of the *Sachmittelausweis* to a successor is possible after all borrowed items have completely been presented in the library.

Applications:

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