UNIVERSITÄTS-
BIBLIOTHEK
HEIDELBERG

University Library Heidelberg – Registration form

1. Personal details

Surname

First name (s)

Title (e.g. Dr., Prof. Ph.D.)

Date of birth

Sex female male divers

Address for notices
Confirmed by identity /registration documents

Street, number

Post code / Town, city

Other details

Home address
voluntary information

Street, number

Post code / Town, city

Other details

E-Mail address
required information for account administration and notification procedures

E-Mail address

2. Details of User-Group Type (please tick relevant boxes)

Other users
Users who are not members of Heidelberg University will be charged an ID card fee of 15 euros, according to § 2 of the BibGebO

- ☐ German / Citizen with residence in Germany (confirmed by identity/registration documents) (11)
  Residence permit until
- ☐ Citizen without residence in Germany (85)
- ☐ **Minor (11)**
- ☐ **Waiving of ID card fee (11)**
  - ☐ Employee of Uniklinikum Heidelberg without Uni ID
  - ☐ Guest scientist without Uni ID
  - ☐ Pupil
  - ☐ Trainee / trainee instructor
  - ☐ Volunteers in the sense of "Bundesfreiwilligendienst" or "Jugendfreiwilligendienst"
  - ☐ Members of an institute that cooperates with the University (please ask at the desk)
  - ☐ Recipient of "Grundsicherung"

3. Confirmation

I confirm the accuracy of the details I have entered and that I have taken notice of the user regulations of Heidelberg University. I accept the data protection information below.

Date

Signature

4. Statement of legal representative / statement of guarantee

Necessary only for minors and citizens without registered residence in Germany; the identity document or passport and proof of registration must be shown to the Library by the signatory.

I am in agreement with this application. I stand as sole guarantor for the demands placed upon the applicant by the University Library until

Note: possible demands (e.g. overdue fines, demaged items) are based upon the User Regulation of the University Library.

Date

Signature

Data protection information: Your personal details will be processed by Heidelberg University Library for the following purposes: user administration, loan bookings, and authentication and authorisation when using services offered by Heidelberg University Library. Unless specifically marked otherwise, entry of details is compulsory and required to process your application and for using the library management system. Failure to enter these details means your application cannot be processed. The legal basis for processing these details is "Art. 6 Abs. 1 lit. e, Art. 6 Abs. 3 S. 1 lit. b DSGVO i. V. m. § 4 LDSG BW and § 8 BenO. " Personal details will be erased either when ceasing to be a user of the library, or when membership of the University ceases, or when existing obligations have been met. If a user is not deregistered, user details will be deleted two years after the last transaction. Deletion of user details occurs immediately after the return of borrowed items, or the cancelation of reservations or orders, or after the payment or waiving of charges. When details are marked as optional, their processing has the following legal basis: Art. 6 Abs. 1 lit. a DSGVO. The purpose of these details is to notify the user about reservations that have become available, reminders and information relating to the area of electronic information services. Deletion occurs analogous to the user details, e.g. in the case of a cancellation. When you use our library management system, your data is shared with external parties that assist us in operating the system. In particular, this includes OCLC GmbH, which is based in Germany. Your rights which apply as a result of the processing of your personal details are listed under our data protection notice (point VIII) (https://www.uni-heidelberg.de/privacypolicy_web.html). There you will also find information about Heidelberg University as the controller responsible for data processing, as well as the contact details of the Data Protection Officer.
Please contact the Library of Heidelberg University should you require information or eligibility, or some reason wish to revoke the agreement concerning the processing of data provided voluntarily.