Library card registration

According to §14, paragraph 1 LDSG (Landesdatenschutzgesetz = State Data Protection Act) on collection of your data you have to be informed about the intended data processing, the reason for the processing and, if applicable, about the recipients of the data in case of an intended disclosure. For this purpose we have compiled the most important information regarding the subject of data protection on the reverse side of this form for you.

There you will also find information about which documents you need to provide for registration so that your card can be issued immediately.

Required information

<table>
<thead>
<tr>
<th>Family name</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First name</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date of birth

Academic degree/title

Information regarding the user category

- Students of the University of Stuttgart in the field of study of ……………………………………………………………. (1)
- Matriculation number …………………………………………………………………………………………………………………………
- Teaching staff of the University of Stuttgart (2)
- Employee of the University of Stuttgart                  (3)
- Students from other colleges/universities in Stuttgart (4)
- Students from other colleges/universities outside of Stuttgart (6)
- Private individuals (7)

Home address/address of institute:  

Mail to this address

c/o, name of institute, if applicable ………………………………………………………………………………………………………………………………………………

Street address ………………………………………………………………………………………………………………………………………………

Zip code ……………………… City ………………………………… Country …………………

Optional information

Additional address:  

Mail to this address

c/o ……………………………………………………………………………………………………………………………………………………………………

Street address ………………………………………………………………………………………………………………………………………………

Zip code ……………………… City ………………………………… Country …………………

Phone number

Statement

I have noted that the mutual rights and duties conform with the terms of use of the University of Stuttgart Library. Upon signing I confirm that I am liable in case of misuse of my library card and am financially responsible for lost or damaged media. The library is to be notified immediately in the event of the loss of the library card. Issuing of a substitute card is subject to a replacement charge (see BiblGebVO (Library fee regulation)).

I furthermore confirm that I have read and understood the information on the reverse regarding data protection.

Date Signature

To be filled out by the library

<table>
<thead>
<tr>
<th>Document(s) provided for registration</th>
<th>Further notes of processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>German or EU ID</td>
<td></td>
</tr>
<tr>
<td>Passport</td>
<td></td>
</tr>
<tr>
<td>Official registration of residence</td>
<td></td>
</tr>
<tr>
<td>Student ID card of the University of Stuttgart</td>
<td></td>
</tr>
<tr>
<td>Certificate of employment/institute/internship</td>
<td></td>
</tr>
</tbody>
</table>

Person in charge
Information regarding data protection

The data you need to provide on the form is processed by the University of Stuttgart Library (UBS) for the purpose of user administration, lending services and to authenticate your eligibility to use the service of UBS.

To process your registration request, the required information is needed in reference to UBS’ terms of use (§7 in connection with §28, paragraph 5 of the University Act). If any information is missing, we cannot process your request. The provision of an additional address and/or phone number is optional. You can revoke processing of your data at any point (§4, paragraph 2, LDSG = State Data Protection Act). In regard to §§21, 22 LDSG you have the right to apply for disclosure of the data stored by UBS about you, free of charge and can request the correction of any inaccurate data. Please address a request for disclosure or correction in written form to Universitätsbibliothek Stuttgart, Leihstelle, Postfach 104941, 70043 Stuttgart or the Data Protection Representative of the University.


General information regarding registration

Employees of the University of Stuttgart and all private individuals with a registered residence in Germany can borrow books. Registration for a library card and lending are free of charge.

Acceptable documents to register for a library card can be found in the chart below.

<table>
<thead>
<tr>
<th></th>
<th>Student ID card with valid semester stamp</th>
<th>German or EU ID with valid home address or passport in connection with an official registration of residence</th>
<th>Certificate of employment at the University of Stuttgart</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students of the University of Stuttgart</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employees, teaching staff of the University of Stuttgart</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Students from other colleges/universities</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Private individuals</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Please come to one of our circulation departments with all the necessary documents. There you will generally receive your library card within a few minutes:

- University of Stuttgart Library, city branch
  Holzgartenstr. 16
  70174 Stuttgart center
  0711 / 685-82224
  leihstelle@ub.uni-stuttgart.de

- University of Stuttgart Library, Vaihingen branch
  Pfaffenwaldring 55
  70569 Stuttgart-Vaihingen
  0711 / 685-64096
  leihstelle-vaih@ub.uni-stuttgart.de