

# Terms of Use

## for the Use of Workstations in the Cultural Heritage Digitization Lab

Room 102 / HK 28

*Version of 14 April 2021*

### **I.**

The workstations provided for digitization may only be booked by students and members of the University of Passau via the University's online booking system. Verbal requests will not be accepted.

Equipment can only be issued in person in Room 102, HK 28.

### **II.**

Workstations may be borrowed during the opening hours published on the Chair's website unless otherwise agreed.

### **III.**

To be eligible to use certain equipment, users must have completed the required training courses. Access to the MSI camera is restricted to selected authorized users.

### **IV.**

Participants in seminars or other courses offered by the University of Passau are given priority when reserving workstations. The Chair therefore reserves the right to decline reservations if they conflict with teaching activities. Borrowers will be notified by email whether their reservation has been confirmed.

Reservations must be made at least one day before the requested borrowing date.

### **V.**

Upon collection, borrowers and an authorized member of the Chair of Digital Humanities will jointly inspect the equipment for any defects. The condition of the equipment will be documented and confirmed by signature.

### **VI.**

Borrowers are responsible for ensuring that all equipment is set up and installed correctly.

## **VII.**

The equipment and facilities of the Cultural Heritage Digitization Lab are intended exclusively for research and teaching in the field of Digital Humanities.

## **VIII.**

Where students use the equipment independently outside the supervision of a member of staff at the University of Passau, the following additional conditions apply:

1. A loan agreement in accordance with Sections 598 et seq. of the German Civil Code (BGB) shall be concluded between the borrower and the University of Passau.
2. Any loss of equipment or accessories must be reported immediately to the Chair of Digital Humanities and, where appropriate, to the police.
3. Borrowers will receive instruction from qualified staff on the proper use of the equipment. If any uncertainties arise, borrowers must consult an authorized member of staff. Any damage, including electrical damage, resulting from improper operation shall be deemed the responsibility of the borrower.
4. Any damage must be reported immediately to the Chair of Digital Humanities. Borrowers are liable for any damage they cause, including the cost of repairs or replacement equipment where necessary.
5. By accepting these Terms of Use, borrowers expressly undertake to ensure that they have adequate liability insurance covering any damage to borrowed equipment. Borrowers are responsible for confirming with their private liability insurance provider whether such coverage is included. If this is not the case, they are required to obtain appropriate additional insurance before borrowing the equipment.

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I confirm that I have read and understood these Terms of Use.

By signing below, I accept these Terms of Use.

**First name, last name:** \_\_\_\_\_

**Student ID number:** \_\_\_\_\_

**Passau, \_ / \_ / 20**\_\_\_\_\_

**Signature:** \_\_\_\_\_