



# 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

### Home address

voluntary information

Street, number

Street, number

Post code / Town, city

Post code / Town, city

Other details

Other details

### E-Mail address

Voluntary information for notices about reserved books which can be collected, and for electronic information services. E-Mail notification is recommended as this is free of charge, whereas postal notices will incur postal charges. Please note that the use of certain electronic information is only possible by entering an E-mail address.

E-Mail address

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

### STUDENT

of Heidelberg University

of the teacher-training institute (PH)

guest student of Heidelberg University (11)

of other University, incl.

Mannheim University (11)

### UNIVERSITY EMPLOYEE OF HEIDELBERG UNIVERISTY

Full-time professional academic staff (professor/  
other professional academic staff (25)

Other academic staff

Emeritus (24)

Honorary Professor (25)

Non-academic staff (27)

Private / assistant lecturer (25)

Guest scientist (25)

### University Employee

of the teacher-training institute (PH) (30/32)

of Mannheim University (35)

### Doctoral Candidate

of Heidelberg University (21)

of other universities (enrolled) (11)

### Other users

Users who are not members of Heidelberg University will be charged a ID card fee of 15 Euros, according to § 2 of the BibGebO

German / Citizen with residence in Germany  
(confirmed by identity/registration  
documents) (11)

Citizen without residence in  
Germany (85)

Residence permit until

### Minor (11)

### Waiving of ID card fee (11)

Pupil

Trainee/ trainee instructor

Recipient of "Bürgergeld"

Members of an institute that cooperates with  
the university (please ask at the desk)

Volunteers in the sense of "Bundesfreiwilli-  
gendienst" or "Jugendfreiwilligendienst"

## 3. Password (Initial password: has to be changed after the first login)

Only for users without UniID (minimal length 8, maximal length 12 characters, no mutated vowels)

## 4. 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

## 5. 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, damaged 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. 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 cancellation 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. 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](https://www.uni-heidelberg.de/privacypolicy_web.html)). 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.