



Technische Hochschule Rosenheim - Technical University of Applied Sciences
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Präsident
Prof. Heinrich Köster

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SWIFT: BYLADEM3333
Staatsbank für Bayern in Landshut
Bayerische Landesbank
Verwendungszweck 1542

Ref.:
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9. July 2026

Determination notice and compensation

Implementation of the General Regulations for the Use of Bavarian State Libraries (ABOB) of 18 August 1993 (BayRS 2240-3-K);
here: Determination of the costs for the replacement or compensation for the value of borrowed media that have not been returned.

Enclosed: Computer printout of borrowed works

Rosenheim University of Applied Sciences issues the following
n o t i c e on compensation and fees

1. First name, Surname; Address line 1; XXXX Town
shall bear the costs of replacing the works borrowed from the library of Rosenheim University of Applied Sciences, as listed in the annex, and not returned, or shall pay appropriate compensation for their value.
2. The appropriate compensation is set at x.xx EUR.
3. No compensation is payable / compensation is payable in the amount of ... EUR for the loss in value of the missing work.
4. A fee of EUR 30.00 is charged for this notice.
5. The costs determined for replacement or compensation, amounting to x.xx EUR, are payable upon service of this notice.
The same applies to the fee of EUR 30.00 set out in this notice.
You are required to pay the amounts due by bank transfer to the Free State of Bavaria. Payment of compensation does not entitle you to ownership of any lost media. Should it be found, you are obliged to return it to Rosenheim University of Applied Sciences. The compensation paid (excluding fees) or a replacement copy that has since been obtained will then be refunded to you or handed over to you.
6. With this notice, we would also like to draw your attention to the due dates for the fees for the 1st, 2nd and 3rd requests for the return of borrowed works. See below for a breakdown of costs.
If you haven't already done so, please settle this as well together with the payments due under this notice.

7. The following payments are to be made:

1st reminder:	7.50 EUR
2nd reminder:	10.00 EUR
3rd reminder:	20.00 EUR
Requisition order:	30.00 EUR
Compensation for loss of value	
Total cost:	
Due date:	DDMMYY

8. Please use the following bank details for your payment:

Recipient: Free State of Bavaria
IBAN: IBAN DE75 7005 0000 0001 1903 15
BIC: BYLADEMMXXX Bayerische Landesbank München
Purpose/transaction reference:

Reasons:

You have borrowed the works listed in the annex from the Technical University library and have not returned them.

Although you were requested to return the works on xx.xx.xxxx and xx.xx.xxx in accordance with Section 18(3) of the ABOB, you have not complied with these requests. Most recently, in accordance with Section 18(4) of the ABOB, you were once again requested to return the works by notice dated xx.xx.xxx, with the warning that, failing this, the library will exercise its right to claim damages (Section 8(3) of the ABOB). You also failed to comply with this notice. In accordance with Section 18(6) of the ABOB, read in conjunction with Section 8(3) of the ABOB, the library is therefore exercising its right to claim damages

. In accordance with Section 13(4), third sentence, of the ABOB, users are liable for the return of the work from the moment of handover, even in the absence of fault;

Section 8(3), sentences 2 to 4, apply accordingly.

The decision on costs is based on Articles 1, 2(1), 6, 8 and 9 of the Costs Act (KG) (BayRS 2013-1-2-F) in conjunction with the Ordinance on the Enactment of the Schedule of Costs under the Costs Act of 12 October 2001 (GVBI 2001, 766).

Instructions on the right to appeal:

An appeal against this decision may be lodged with the Bavarian Administrative Court in Munich, Bayerstr. 30, 80335 Munich, within one month of its notification, either in writing or by making a statement recorded by the registrar of that court.

The appeal must indicate the plaintiff, the defendant (Free State of Bavaria) and the matter; it must also contain a specific request for remedy. The facts and evidence on which the appeal is based must be set out, and the original or a copy of the contested decision must be enclosed for the other parties involved.

Three copies of the appeal and all written submissions must be attached for the other parties involved.

Note regarding the right to appeal

The Act Amending the Act on the Execution of Administrative Court Procedure of 22 June 2007 (GVBl 390) abolished the appeal procedure in relation to the General Terms and Conditions of Use of the Bavarian State Libraries.

Therefore there is no option to appeal against this decision.

It is not permissible to bring legal proceedings by email.

Under federal law, an advance payment of fees has, as a general rule, been payable on applications for legal aid to the Administrative Court since 1 July 2004.

Yours faithfully,
Susanne Bayer
Head Librarian

Explanation of abbreviations

ABOB = General Regulations for the Use of Bavarian State Libraries (BayRS 2240-3-K)

BayRS = Bavarian Collection of Laws