

1. Purpose and task of the library

The library collects all kind of media related to the research activities of the institute. It provides the information to all members and guests of the institute.

2. Users and opening hours

All members and guests of the institute are allowed to use the library.
New members and guests of the institute should be introduced to the library staff.

External users can use the library by appointment.

Opening hours: Monday through Friday 8 a.m. - 6 p.m.

3. Lending rules

Members and guests of the institute have lending privileges. All users need a library card which can be obtained from the library staff.

External users have borrowing privileges with special permission from the library staff only.

All media may be borrowed except single journal issues, bound back issues of journals and newspapers. These media can be taken out for copying only.

Loans are allowed for 4 weeks. Renewal is possible for 5 times. After 6 months all media has to be returned to the library. The loan period for media with red book numbers is 4 days. Renewal is possible with permission of the library staff only.

Media and library card have to be shown to the library staff in order to borrow the media. The library staff will charge the user account with the media.

If the library staff is out of office users can borrow media by writing down their user number, the barcode number of the media and the date in a user-list which is available on the information desk in the library.

Users should return borrowed media to the library staff during the opening hours. If the library staff is out of office they should leave media on the information desk in the library.

Returning borrowed media directly to the library shelves is not permitted.

Please consider the following rules when using electronic journals and ebooks:

- Use of files is restricted to purposes of research and education only
- Fulltext articles may be printed or saved solely for private use or for research purposes
- Systematic download of articles and book chapters or search results is prohibited
- It is not allowed to pass articles and book chapter (electronically or printed) to a third party

All borrowed media and the library card have to be returned to the library staff before leaving the institute.

4. Liability

Users should take care not to damage or lose borrowed media. Writing notes in print media is not permitted. Please inform the library staff of any damaged media.

Users are liable for damaged or lost media. They have to pay for repair or the valid price for replacement of the media.

5. Safety

Eating, drinking, smoking and talking on the phone is not permitted in the library. Coats, bags etc. should be kept in the lockers near the entrance of the library.

6. Exclusion

The executive director of the institute may ban unruly users from the library.

7. Effective date and Compliance

Use of the library indicates that the member or guest agrees to comply with these rules.

The most recent version of the library rules is displayed in the library.

These rules are effective beginning January 1, 2017.

Magdeburg, den 9.1.2017

Magdeburg, den



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Prof. Dr. K. Sundmacher
(Executive director)

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Library user