



## 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. Registration

All users need a library card to borrow items from the stock. This can be obtained from the library staff. When leaving the institute the library card should be returned.

During the registration, personal data will be saved in compliance with the german law as far as it is necessary for the library tasks. It is required by law that the user accepts the usage of the personal data.

## 4. Lending rules

Members and guests of the institute have lending privileges.

External users have lending privileges with special permission from the head librarian 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 the intended user-list.

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 at the intended place.

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

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

## 5. Use of electronic media

Users should 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 personal 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

## 6. Treatment of media / 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.

## 7. Compensation / Damages

Users have to pay for restoration or the valid price for replacement of the media.

## 8. 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.

The library is not liable for lost, damaged or stolen items of the library user.

## 9. Exclusion from library use

The executive director of the institute may ban users from library use who do not pay any attention to these rules.

## 10. Effective date and compliance

Use of the library indicates that the member or guest agrees to comply with these rules including the attached regulations for the protection of data privacy.

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

These rules are effective beginning January 1, 2023.

*Magdeburg, January 1, 2023*

*Magdeburg, .....*

.....  
**Prof. Dr.-Ing. Kai Sundmacher**  
*(Executive director)*

.....  
*Library user*

#### **Contact details of individual responsible for the data handling**

Max-Planck-Institut für Dynamik komplexer technischer Systeme  
Bibliothek – Kristina Reinhold  
Sandtorstr. 1, 39106 Magdeburg  
Telefon: +49 (391) 6110-146  
E-Mail: library@mpi-magdeburg.mpg.de

#### **Contact details of data controller**

Max-Planck-Gesellschaft zur Förderung der Wissenschaften e.V. (MPG)  
Hofgartenstraße 8, 80539 München  
Telefon: +49 (89) 2108-0  
Kontaktformular: <https://www.mpg.de/kontakt/anfragen>  
Internet: <https://www.mpg.de>

#### **Contact details of data protection officer**

Max-Planck-Gesellschaft zur Förderung der Wissenschaften e.V. (MPG)  
Frau Heidi Schuster  
Hofgartenstraße 8, 80539 München  
Telefon: +49 (89) 2108-1554  
E-Mail: datenschutz@mpg.de

#### **For which purposes do we use your data?**

Personal data for authorized users will only be processed, stored and used as far as it is needed for the use of library services, e.g. issuing, returning and renewing library loans as well as contacting. Article 6 (1) lit. a) of the EU General Data Protection Regulation (GDPR) and b) of the EU General Data Protection Regulation (GDPR) / § 51 German Data Protection Act serve as the legal basis. These are pre-contractual measures. The data serves to safeguard the justified interest of the MPI Library. You agree to the processing of these personal data by signing the library rules.

#### **Processing/ Storage of data**

The following data will be used for library purposes (loans, reminders, information on reservation, expiring loan periods):

- Name of the user (for external users the home address)
- E-mail address of the user
- Start and end of the contract
- Data related to the library loans

#### **Library Portal VuFind**

Our library is operating a library portal where users can search online for available resources of the library. The online account allows users the listing and renewing of library loans. The following service-provider are involved in providing VuFind and come into contact with your data when you use the website:

**The Verbundzentrale des Gemeinsamen Bibliotheksverbundes (VZG) is our web hoster. They are running/maintaining the web server offering VuFind.** The VZG also provides the K10plus-Zentral SOLR-index, which you are querying via VuFind.

Verbundzentrale des GBV (VZG), Platz der Göttinger Sieben 1, 37073 Göttingen

(As of May 2018) the VZG's Data Protection Officer is Marc-Josef Tegethoff (datenschutz@gbv.de), in office since 11.01.2018.

#### **Withdrawal of consent**

If you do not consent or withdraw your consent to the storing and processing of your personal data, you will not be able to use the loan services.

#### **Data deletion and storage duration**

We store your personal data as long as it is needed for the use of library services, e.g. issuing, returning and renewing library loans as well as contacting. All data is deleted once the user has left the institute and all items on loan as well as the library card have been returned.

#### **Rights of individual users**

You always have the right to request information about your stored data, its origin, its recipients, and the purpose of its collection at no charge. You also have the right to request that it be corrected, blocked, or deleted. It is sufficient to send an informal notification via e-mail to library@mpi-magdeburg.mpg.de.