

Library rules and policies

This library is a reference library; medias are displayed in open access shelves. The library provides primarily the staff of this institute with information and literature, however, is open to all members of the campus. Also off-campus-users are welcome during service hours under the condition that they report to the librarians' office.

Entering the library, users acknowledge the library rules.

Hours

Our library is open 24/7 to all employees of the institute; off-campus-users are welcome Monday – Friday between 9 am and 3:30 pm.

We are happy to help with any kind of questions on Monday till Friday, 9 am – 4 pm. Newbies are expected to attend a short introduction (about 15 min), which is offered regularly by the librarians.

Conduct within the library

Library items should be handled carefully and protected from dirt and damage. Please beware of noise, disturbance or inappropriate behavior. Please do not use your phone in the library.

Using the library

The library media can be searched and found in our OPAC on the computers. A list of our journals is available on the homepage and is displayed in the library rooms.

Terms of borrowing

Members of the institute may borrow books from the library. All library media must stay on campus to make sure, they are always available if needed. Off-campus-users must not borrow books, they may only read and copy literature in the library. Journal issues must not leave the library rooms.

When borrowing a book, the user has to fill in a loan slip. The librarian thus notes down the name of the borrower in the OPAC. The name can be seen only on a computer that is connected by cable to the internet of the institute. Once the book has been returned, the name is deleted from the catalogue.

Library materials on loan to one person may not be transferred to another. The person in whose name the loan is made is solely responsible for the safekeeping and due return of items loaned.

In case an item is lost or stolen, returned damaged or not returned at all, the borrower will be charged for the item at a level to be determined by the library's management. An item charged for in this way remains the property of the library.

On leaving the institute all books have to be returned to the library.



Use of information technology facilities within the Library

The software, databases, websites and other electronic resources accessible via the library homepage are provided by the Max Planck Society or this institute. Users may only access and use these resources in accordance with any applicable terms of use including any relevant license.

Copyright law must be observed in all copying of library material and in all copying carried out within the Library, whether by reprographic or any other means. Current copyright licensing rules for library material are displayed next to Library photocopiers or computers.

Data protection notice

Data of our users is only collected and kept for the proper use in our library.

- a) Once you borrow a book, **your name** and all the information you provide on the loan slip is kept in a box in our office. Also your name is added to the online catalogue , which is available only to the staff via cable intranet (not available via WLAN). After returning the book all this information is deleted and discarded for good.
- b) All **publications** affiliated with the institute are collected in the publication repository of the MPS. **Author names** and their affiliated department /workgroup are saved in this repository. This information together with arrival and departure dates are also registered in a special Excel-File managed by and available to the librarians only.

These Library Rules will take effect as of May 25th, 2018.

Silke Niehaus-Weingärtner
Head of Library