

## Library Regulations

The library of the Leibniz Institute of European History is an academic special library with extensive and valuable holdings in the fields of general European history and European church history.

### § 1 Purpose

The purpose of the library is to make its collections available for use in research and study.

### § 2 Users

- a) All staff, fellows and guests of the Institute are entitled to use the library. Members of the Johannes Gutenberg University Mainz are also entitled to use the library subject to the available capacity.
- b) In addition, adults who are not connected to the Institute and are engaged in academic work may use the library subject to the available capacity.
- c) External users must register with the library staff before using the library. Upon request, the student ID card or other official identification must be presented.

### § 3 Opening Hours

The opening hours of the library are set by the Institute management and announced by notice.

### § 4 Fees

Use of the library will remain free of charge unless and until the applicable version of the State Ordinance on Fees in the Areas of Science, Further Education and Research (Special List of Fees) states otherwise.

### § 5 Behaviour in the library

- a) When entering the library, users must sign the user list.
- b) Anything that disrupts the proper functioning of the library is prohibited. In particular, smoking, eating, drinking, and loud conversations are not permitted in the library.
- c) All items brought into the library – bags etc. – must be deposited in the entrance area. The Institute accepts no liability for these items. Users are only allowed to



bring work materials (analogue and digital writing utensils etc.) into the rooms of the library.

- d) Media and inventory must be treated with care; in particular, writing, drawing and underlining must be refrained from. Media must be returned immediately after use.
- e) Users must comply with the instructions of the library staff.

## § 6 Information

The library provides information from catalogues, bibliographies, databases, and other reference works as far as its working situation permits. All information is provided without warranty.

## § 7 Copying

Copies may only be made for the personal use of the library users. It is the responsibility of the users to adhere to copyright regulations. There is a charge for paper copies.

## § 8 Borrowing

- a) The library holds non-circulating material. All holdings, with the exception of separately stored and valuable media, are placed on open shelves in accordance with the space available.
- b) For the creation of personal reference collections in the Institute's rooms, users must fill out a borrowing slip for each medium, which is entered in the loan file by name and signature until the medium is returned. If the media are temporarily not required, they must be made available to other users for inspection at short notice.
- c) In exceptional cases, media may be borrowed for a short period of time – no longer than from one working day to the next, at most over a weekend – only after authorisation by the library management. Exceptions to this rule are subject to special authorisation. The borrowing of media outside the library must be fully documented in the borrowing procedure:
  - i. Filling out a borrowing slip
  - ii. Presenting the requested item and handing in the borrowing slip to the library staff
  - iii. Returning the item to the library staff
- d) Particularly valuable media cannot be borrowed.
- e) Users are liable for loss or damage to the media. Borrowed media may not be passed on to third parties or taken when travelling. They must be returned without prompting.

## § 9 Liability

- a) The Institute accepts no liability for personal belongings brought in by users.

- b) The liability of users, in particular for the loss of or damage to media, is governed by the provisions of the German Civil Code (BGB). Compensation is to be made exclusively in monetary form. The library management is responsible for dealing with instances of loss, damage, and compensation.

#### § 10 Offences against the terms of use

- a) If users seriously or repeatedly violate the terms of use, the library management may temporarily exclude internal users and temporarily or permanently exclude external users from using the library. The temporary exclusion may not exceed a period of 6 months.
- b) Users may appeal against the decision in writing or by recorded statement to the Institute management.
- c) Exclusion from the use of the library does not affect the obligations arising from the user relationship.
- d) Users must be aware that criminal charges will be filed in the event of attempted or completed theft and in the event of damage to property.

#### § 11 Use of computers and internet access

The use of computers and internet access provided in the library is subject to special regulations that must be observed.

#### § 12 Announcement and coming into effect

The regulations governing use of the library take effect once they are announced by the Institute management. (In case of doubt, the German version applies.)

Mainz, 09 January 2024

The Executive Director of the Leibniz Institute of European History