



IEG

Leibniz-Institut für
Europäische Geschichte

Library Regulations

The library of the Leibniz Institute of European History is an academic special library which has extensive and valuable collections on the subjects 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 scholarship holders of the Institute are entitled to use the library. Members of the Johannes Gutenberg University in Mainz also have the right to use the library, depending on the availability of reading desks.
- b) Additionally, the library can be used by adult persons not connected with the Institute who are engaged in academic work, depending on the availability of reading desks.
- c) Before using the library, persons who are not connected with the Institute must first register with a member of the library staff. Student identification or another official form of identification must be produced if requested.

§ 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) Upon entering the library, the user must enter his/her name in the list of users.
- b) Users must avoid disrupting the orderly functioning of the library. In particular, it is prohibited to smoke, consume food or drinks, converse loudly, or use mobile phones in the rooms of the library.
- c) All personal belongings brought to the library – bags, etc. – must be left in the entrance area. The Institute does not accept any responsibility for these items.



Users are only allowed to bring work materials (implements for writing, computers, etc.) into the rooms of the library.

- d) Users must use the stock and equipment of the library with care and avoid damaging them. In particular, it is prohibited to write in or on, or to underline the pages of library stock. After use, library stock must be brought back to its correct place immediately.
- e) Users must comply with the instructions of the library staff.

§ 6 Information

Where the workload of the library staff allows, the library responds to enquiries by providing information from catalogues, bibliographies, databases, and other reference works. The library accepts no liability in providing this information.

§ 7 Copying

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

§ 8 Borrowing

- a) The library holds non-circulating material. With the exception of separately-stored, valuable items of stock and depending on the available shelf space, the library's entire stock is openly accessible to users.
- b) In order to use library books at their work desks in the Institute, users must fill out a borrowing slip for each item borrowed. Borrowing slips recording the name of the borrower and the shelf mark of the item are kept in the borrowing file until the borrowed item is returned. If borrowed items are temporarily not needed by the borrower, they must be made available to other users to view.
- c) In exceptional cases, items can be borrowed and taken out of the Institute for a short period – from one working day to the next or at most over a weekend. This is only allowed with the permission of the library management. All exceptions to this rule require special approval. The external borrowing of items (outside the Institute) must be fully documented in the borrowing procedure by:
 - i. filling out a borrowing slip,
 - ii. bringing the item to be borrowed and a completed borrowing slip to a member of the library staff,
 - iii. returning the item to a member of the library staff.
- d) Some particularly valuable items of library stock may not be borrowed.
- e) The borrower is liable for loss of the item or damage caused to the item. Borrowed items may not be given to third parties or brought on travels. They must be returned to the library without prompting.



§ 9 Liability

- a) The Institute accepts no responsibility for personal belongings brought to the Institute by library users.
- b) The liability of users, in particular for loss of library stock or damage to library stock, is governed by the provisions of the German Civil Code; compensation must be made exclusively in monetary form. Library management is responsible for dealing with instances of loss, damage and compensation.

§ 10 Exclusion from use of the library and reporting to the police

- a) In the case of serious or repeated violations of the regulations for the use of the library, library management can exclude internal Institute users temporarily, and external users temporarily or permanently from use of the library. Temporary exclusion may not exceed six months in duration.
- b) A user can appeal against the decision to exclude him/her from the use of the library in writing or by recorded statement to the management of the Institute.
- c) Exclusion from use of the library does not affect obligations incurred by the user while using the library.
- d) Users should be aware that the attempted or actual theft of library property, and damage to library property will be reported to the police.

§ 11 Use of computers and internet access

The use of the computers and internet connection points that are available in the rooms of 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 management of the Institute.

Mainz, 31/01/2014

The Executive Director of the Leibniz Institute of European History

