

Library

User Regulations

General

The library of the Leibniz Institute for Research on Society and Space provides specialist academic literature and operates as a reference library. Primarily, it serves the specialist literature and information resource needs of the institute staff.

Admission to the Library

In addition to the staff of the institute, student assistants, trainees, doctoral students and associated doctoral students are entitled to use the library.

External users may use the library as a reference library after prior notification. In return, they have to register in the user's book. The reference collections may be consulted in the reading room.

Making copies is possible as far as the condition of the manuscript permits. Permission is at the discretion of the library staff. Users must comply with copyright regulations when making copies.

Opening Hours and Service Hours

The opening hours specified below apply to institute staff. The Library Assistance Desks are open during the service hours. External users may only use the library collections during the service hours.

Opening hours of the library are:

Monday – Thursday: 8.00-17.00

Friday: 8.00-15.00.

Special arrangements can be made for usage outside these times.

Service hours of the library are:

Monday, Tuesday, Thursday: 9.00-12.00 and 13.00-15.00

Wednesday: 13.00-16.00

Friday: 9.00-12.00.

Diverging service hours will be announced via bulletin.

Use of the Library Collections

The library collections are to be treated with care. Users are not allowed to underline or add comments.

A computer is available to employees for carrying out searches of databases and the internet. Employees should be aware of restrictions in line with copyright and rights of use when using the library's electronic resources. Moreover, employees should take note of the IRS agreement on use of the internet.

In case of loss or damage, the user is obliged to provide an identical replacement copy or the library may invoice the costs for replacement, the making of a reproduction or the costs requisite to the value.

Borrowing Options

The library collections can only be borrowed by employees of the institute. External users do not have borrowing rights. The loan of journals, reference books, dictionaries and loose-leaf publications for reading or making copies is possible on a limited scale.

The following loan periods apply:

1. Books, CD's, maps etc.: no loan period
2. Journals: 14 days

When the materials are no longer needed, they must be returned as quickly as possible.

If another institute employee requests the material, the borrower must return it within 14 days.

The materials must always be accessible. It is not permitted to lend them to other users. Books should be taken out of the institute only for a short time.

In advance of a staff member's longer absence, the books borrowed must be returned unless access by the library staff is ensured. Library staff must be informed of any longer periods of absence.

Borrowing is managed electronically. Users agree that the data related to the return date will be saved in an electronic booking system. Information on third-party lending accounts remains confidential. Every user may ask at any time for a summary of his/her user account.

Borrowing electronic media is done so in accordance with the relevant legislation and regulations in place.

If resources are procured from other libraries or via inter-library loan, the users have to comply with the loan periods of the respective libraries. Any fees incurred for late return have to be covered by the borrower.

During the service hours borrowing is managed by the library staff. During the opening hours without library staff, the users are allowed to borrow books by themselves by notation of the staff member's name and the signatory.

Associated doctoral students may borrow materials according to an individual regulation. In exchange, contact details are deposited and loan periods are agreed with the library.

Silence and Order

The users are requested not to disturb other library users.

Food and drinks are only permitted to an acceptable limit and should only be consumed in designated areas and the Science Lounge. Hot food and smoking are not permitted in the library.

Mobile devices must be in silent mode in the library rooms. Users are required to leave the library to make phone calls.

Lockers for clothing and bags are provided. The library staff assumes no liability for the objects.

Validity of the User Regulations

Acceptance of the user regulations is to be confirmed by the signature of the employee.

This set of Library User Regulations comes into effect as of 1 November 2017; they supersede the user regulations of 1 May 2010.



Dieter Aulbach
Verwaltungsleiter