

Library Regulations

The Library and Research Information Unit is a special library and a service unit for the research activities in the Institute.

Institute employees are authorized to use the library's services and to borrow books for use within the Institute on condition that they have a contract of employment for at least 6 months.

Other employees and guests at the institute have limited user privileges and need permission from their respective research division or the library head. Visitors who are not employees or guests at the Institute may use the library for reference purposes during opening hours, but may not borrow books or other materials.

Borrowers are responsible for all books borrowed in their name and are obliged to return recalled items within a week. Please note that books and other materials may only be used in the Institute and may not be removed from the premises.

Electronic journals may be used only for research, education, and teaching purposes. Permission is granted to download or print material for personal use only; it is not permissible to download large quantities or complete volumes of periodicals. Please ensure that the personal code giving you access to the electronic resources is kept confidential and is not divulged to others.

Before you leave the institute, you must return all books and media items to the library. Your user license will expire upon termination of your contract or termination of the authorization from the research division or library head. You remain responsible for any items borrowed in your name until they have been returned to the library and your loan record has been cancelled.

Berlin, 16 August 2012