



## **The Library of the Max Planck Institute for the Study of Societies Regulations for Users**

### **1. Purpose and function of the Library**

The Library of the Max Planck Institute for the Study of Societies provides literature and information services to support research carried out at the Institute. This includes:

- the acquisition, indexing, and loan of books and journals and the ongoing development and management of the collection,
- the creation and maintenance of a bibliographic database of the Library's holdings,
- supporting the provision of literature not available in house via document delivery services and interlibrary loan,
- the provision of printed and electronic research tools,
- providing information, advice, and support concerning bibliographical data and information technology.

### **2. General**

The Institute's Library is a reference library, with borrowing permission for employees of the MPIfG. Items borrowed from the Library can only be used within the Institute and must not be removed from the premises. The relationship between the Library and its users is regulated by the provisions of the German Civil Code (BGB). Regardless of their legal relationship to the Institute, all persons who make use of the library resources of the MPIfG in the course of their work are obliged to adhere to the Regulations for Users.

### **3. Duty of care and protection of Library property**

Coats, bags, food or drink may not be taken into the Library. Lockable storage space is available in the reception area of the Institute for external users.

Loud conversations, the use of mobile phones, smoking, eating or drinking are not permitted in the Library.

All Library material, all fixtures and fittings, computers and technical equipment must be handled with care. In particular, no marks or alterations of any kind may be made in books and journals, including the underlining and bending or folding of pages. All bookmarks and place markers must be removed before return.

### **4. Opening times**

*Researchers and staff of the MPIfG*

The library personnel are available to advise you Monday through Friday from 9 a.m. to 4 p.m., offering assistance with regard to loans, library tours, and information needs. Employees of the Institute can access the Library with their key outside these hours. Internal users should not give

their key to someone else or permit anyone without a key to access the Library.

#### *External library users*

The Library is open to external users Monday through Thursday from 9 a.m. to 4 p.m. and on Friday from 9 a.m. to 3 p.m.

### **5. User rights**

All employees, stipend holders, and guests of the Institute are entitled to use the Library for the duration of their contract of employment/stay. Before using the Library for the first time, new members of staff and guests are asked to contact the Library to arrange a library tour and to have their user account set up.

External users can make use of the Library collection as day guests if they have a legitimate academic interest in doing so. The use of the Library for commercial purposes is not permitted. External users should arrange their visit in advance and register their attendance in the guestbook in the Library. Since many items are on loan to internal Library users, guests are advised to make use of the publically available catalogue before visiting to determine the availability of the material they wish to consult. Please do not bring any books or journals into the Library. External users are not permitted to borrow any library materials. The use of electronic resources is governed by the licensing conditions of the relevant databank providers and publishers.

### **6. Loans**

#### *General*

Employees, stipend holders, and guests of the Institute are permitted to borrow books, audio-visual materials, and bound journals for use at their own desk in the Institute. Unbound journals are not available for borrowing. Individual unbound journals may be removed from display for the purpose of making copies. Items from the reference shelves (catalogue groups A-AM) are not available for borrowing (with the exception of Duden, dictionaries).

The borrower is liable for the loss of or damage to any items borrowed. Within opening times, loans will be recorded in the system by the library personnel. Outside standard opening times, a form is available for users to enter their username, details of the item borrowed, and sign. The removal of items from the Library without checking them out is not permitted.

#### *Borrower details and transfer of loaned items*

Users with borrowing permission will be registered in the Library's borrower database (name, user name, date of birth, email address) and provided with a login that will allow them to check the status of their user account in the electronic catalogue at any time. Your library account also allows you to recall items and – for researchers registered with the interlibrary loan service – to order books and journal articles from other libraries. This data will be deleted when the user leaves the MPIfG and all items borrowed have been returned to the Library.

All items in the Library's holdings should remain accessible, including those that have been borrowed by members of staff and are in their offices. To enable this, the Library provides information about who has borrowed a specific item. Consulting the item is only possible in agreement with the borrower. If a loan item is passed on to another internal user on a long-term basis, this transfer must be communicated to the Library. Books that have been recalled cannot be passed on to another user. No information about user accounts will be given to third parties.

#### *Loan period, recalls and maximum loan limits*

Books and volumes of bound journals can be borrowed for up to a maximum of 999 days. This maximum loan period can be extended in individual cases. For the loan to be extended, the library

user is required to produce the book in the Library. The loan period is reduced when the item is recalled by another user. The borrower will be informed and must return the item within the revised end of the loan period (seven days after the recall date). A minimum loan period of twenty-eight days is guaranteed, which means that a recently borrowed book (as a rule a new publication) can be recalled by another user, however it must be returned in twenty-eight days rather than seven. The maximum number of items that can be borrowed per user is 100.

#### *Return*

All items belonging to the Institute's Library can be returned by placing them on the book trolley available for that purpose at the entry to the Library. They will be checked in by the Library personnel and returned to the stacks. Interlibrary loans should be returned separately as advised. Library users should return all books borrowed from the Library promptly before the conclusion of their time at the Institute.

All material must be returned to the Library by the end of the user relationship at the latest, and all outstanding obligations settled, including paying for any loss or damages.

### **7. Acquisition of new titles**

Library material that is to be acquired for the Institute must be exclusively ordered through the Library. Items added to the collection should constitute a rational and sensible addition to the Library's holdings. Proposals for new acquisitions can be made using the suggestion box on the stand where new titles are shelved, via the online form, or by emailing the Library. Requests for journal subscriptions, particularly expensive books, or databases will be considered by the Library Committee. The Library accepts gifts gladly, but does not guarantee to add such items to the collection.

### **8. Provision of literature from other libraries in Cologne, interlibrary loan, and document delivery service**

The Library personnel are happy to help you with obtaining material held in other libraries in Cologne and elsewhere. MPIfG researchers can make use of the interlibrary loan and document delivery services available through the Library. Student Assistants are excluded from these services. Users require an individual library card from the University and City Library of Cologne to obtain items from the other Cologne libraries; the Library personnel can assist you in acquiring this. Loans from other libraries in Cologne come via the interlibrary loan system using the researcher's own library card. This means that researchers are directly responsible for any library fines accrued or possible loss or damage to the items borrowed.

The ordering and use of interlibrary loan materials is governed by the relevant valid loan regulations for German libraries and the particular conditions (e.g., loan period, restrictions on use) imposed by the library from which the material comes.

### **9. Information**

The Library provides oral and written advice, within the scope of its resources and with the help of its catalogue, its electronic resources, and its collections. No liability is taken for the accuracy or completeness of the information supplied.

### **10. Conditions of use for electronic journals and data banks**

The copyright conditions and conditions of use of the relevant publisher or provider are applicable to

the use of electronic journals, ebooks, and data banks made available through the Library.

### **11. Compliance with intellectual property rights**

Users are required to comply with all subsisting intellectual property rights in their use of media items, sound and image recordings, data stores, ebooks, figures, tables and other forms of visual representation.

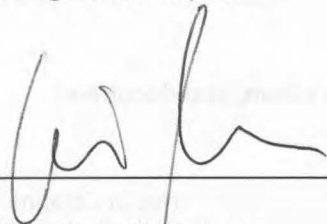
### **12 Copying**

Copies can be made free of charge by library users for the purposes of research. A copier is available in the lower level of the library. The user is responsible for adhering to all copyright provisions when making copies from books and journals.

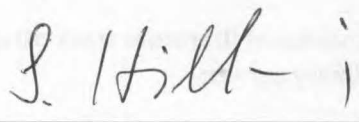
### **13 Work space in the Library**

The library computers are available exclusively for bibliographic or research purposes. The "Regulations for the IT structure of the MPIFG" ("Nutzungsordnung für die DV-Infrastruktur am MPI für Gesellschaftsforschung," in German) should be adhered to.

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