

# Regulations of Usage for the Library of the Max Planck Institute for the Study of Religious and Ethnic Diversity

## § 1 Library Responsibilities

- (1) The library of the Max Planck Institute for the Study of Religious and Ethnic Diversity is an academic library and thereby a central part of the Max Planck Institute for the Study of Religious and Ethnic Diversity.
- (2) The library's primary purpose is to provide academic information to the scholars employed at the institute.
- (3) Use of the library is governed by these regulations of usage.

## § 2 Legal Character of the User Agreement

This user agreement is subject to public law.

## § 3 Groups Authorized for Library Use

- (1) The regulations of usage are valid for the following groups of users:
  - Employees of the institute
  - Guests and scholarship holders of the institute
  - External users
- (2) The regulations of usage apply to all groups of users equally.
- (3) Different rules apply in regard to opening hours, entry into the library stacks, and the loan of library materials.

## § 4 General Regulations

- (1) The library of the institute is a reference library.
- (2) The library materials are equally available to all employees.
- (3) It is therefore not possible to borrow or remove library materials outside of the institute's grounds.

(4) The relationship between the user and the library is governed by the regulations in the Bürgerliches Gesetzbuch (BGB).

(5) Every user is obligated to document his/her use of materials by filling out a removal slip (after the introduction of an electronic check-out system, by marking the loan of the book on his/her user account).

(6) Reference works may not be checked out but may only be used in the library.

(7) Individual issues of magazines may be removed for reading but must be replaced in the proper spot by the end of the same day so that other employees have access to them. It is possible to photo-copy individual articles.

(8) Library materials are to be treated with care. Notes or markings of any kind are not permitted. Damages are to be reported to the library staff immediately.

(9) Scholars are encouraged to provide the library with a free copy of any texts completed while at the institute, and to mention the library in the text where appropriate.

#### **§ 5 Opening Hours**

(1) The head of the library will establish opening hours for the library in agreement with the council of directors. The opening hours will be posted in the institute as well as being made known via other means.

(2) The library may be partially or entirely closed for specific reasons. Information to this effect will be posted as well as being announced via other means.

(3) As long as the janitorial apartment beneath the library hall is occupied, the hall may not be entered after 10pm and Sundays not before 10am.

#### **§ 6 Acceptance of the Regulations of Usage**

The regulations of usage are accepted upon entering any rooms of the library as well as all rooms in the institute in which library materials are housed (including offices). The regulations of usage are available to everyone.

#### **§ 7 Borrowing Materials and Access to the Library**

(1) The following are automatically authorized to use the library:

- Institute staff members
- Guests and scholarship holders of the institute

Staff members, guests, and scholarship holders of the institute are authorized to keep library materials necessary for their research in their offices. These materials must also be available to other authorized users. When the materials are no longer needed, they are to be returned to the library.

(2) Other persons wishing to use the library as external users may only have access on a case-by-case basis. They may only receive those materials that are not available at other local libraries. In order to do so, they must first register with the library.

(3) The library has the right to save and process data in electronic form that is required for the ordering and borrowing of materials.

(4) The library is obligated to provide users with a complete print-out of the user's data anytime upon request of the user.

### **§ 8 Interlibrary Loan and Document Delivery**

(1) Media required for research but not available either in the institute's library or other publicly accessible local libraries may be ordered by the institute's library from an external library either within the German or the International Loan Network (long-distance order).

(2) The loan of the materials takes place according to the rules of the German or corresponding international lending agreements.

(3) The use of media acquired via interlibrary loan is governed by the special regulations of the library from which the materials are loaned as well as these regulations of usage.

(4) The library provides document delivery services within the framework of its capacities. In addition, the library will aid users in making use of international document delivery services.

### **§ 9 Use of the Computer Work Spaces and Digital Information Resources**

(1) The library provides computer work spaces. These may not be used for non-library related work. Non-library related work refers to anything that impedes the work and the mission of the library and/or is illegal or counter to moral conventions. In case of high demand, computer use may be limited to a certain amount of time.

(2) Users must follow the rules for equipment, databases, and internet services. Copyrights and licenses must be respected. Users are not permitted to make changes to system settings, internet configurations, or software.

(3) The user is liable for damages that result from manipulation of or other non-permitted use of the equipment and the media of the library. Damage noticed before and during the use of the equipment should be reported to library staff immediately.

## **§ 10 Use of Electronic Resources**

(1) When using electronic resources, all institute staff members and external users are obligated to adhere to copyright protection laws and to the respective licensing agreements.

(2) In general, the following rules apply:

- It is not permitted to make content available to unauthorized users, meaning users who are not employed by or guests of the institute, or in the case of contracts with access to all MPG institutes, users who are not employed by or guests of any MPG institutes
- The saving of contents is only permitted for personal use
- The resources may not be used for commercial purposes
- Systematic downloading is not permitted, especially using robots.

## **§ 11 Photocopies and Reproduction**

(1) Users are permitted to create reproductions of media in the library or to have reproductions created for them. This is also valid within the framework of media ordered via interlibrary loan.

(2) Users are personally responsible for adhering to copyright law, personal rights, and other rights of third parties when making photocopies or using reproductions of materials.

## **§ 12 User fees**

(1) The use of the library is generally free of charge.

(2) The library reserves the right to demand financial compensation in case of damage to or loss of library materials.

## **§ 13 Liability of the Max Planck Institute**

(1) Within the framework of these services, the liability of the Max Planck Institute is limited to intent and gross negligence.

## **§ 14 Exceptions**

(1) The following actions do not correspond to the proper regulations of usage:

- The display of library materials and the borrowing of materials for that purpose,

- The use of library materials to produce reprints, editions or facsimiles of manuscripts, rarities such as old maps, plans, and graphics, or the borrowing of said materials for that purpose,
- The creation and publication of photographic images and other copies for commercial purposes or the borrowing of materials for that purpose.

(2) In these and in other cases not covered by the regulations of usage, special arrangements may be made at the discretion of the head of the library.

(3) The head of the library will decide upon exceptions to the regulations of usage in conjunction with the director of the institute on the basis of applications made in this regard.

### **§ 15 Addition to the Terms of Use**

The head of the library has the authority to create and announce rules to implement aspects of the regulations of usage.

### **§ 16 Data Privacy**

(1) The library is authorized to collect, save and manage personal data to the extent that this is necessary for the fulfilment of its duties. Data privacy regulations apply.

(2) Information about which library user has borrowed specific material will only be shared if the library user has given written permission.

(3) When using computer work stations, library users are responsible for the protection of their personal data. They are required to close open applications when leaving the work station.

### **§ 17 Exclusion from Use**

(1) Anyone who commits repeated or serious breaches of the regulations of usage may be excluded from using the library either partially or completely and for either a limited or unlimited amount of time.

(2) The same applies if the continuation of the use of the library has become unacceptable for other reasons. All obligations that stem from the use of the library remain valid after the exclusion from library use.

(3) In cases of especially serious breaches the library has the right to inform other libraries of the exclusion and the reasons for the exclusion.

(4) The decision about the exclusion from use lies within the authority of the library commission. If the library commission has not yet been formed or cannot meet due to a compelling reason, then the head of the library, the deputy head of the library and the council of directors must make a decision together.

#### § 18 Entry Into Effect

These regulations of usage will enter into effect on the first day of the month following their announcement.

Göttingen, <sup>23</sup> / <sup>2</sup> / <sup>10</sup>

Signed



Managing Director