



## Library regulations

### for the library of the Max Planck Institute for European Legal History, Frankfurt am Main

Please note: These library regulations are a translation of the original German version (“Benutzungsordnung”), which is the legally valid version.

#### §1 general information

- (1) As a scientific special library, the library of the Max Planck Institute (hereinafter: library) is a central institution of the Max Planck Institute for European Legal History.
- (2) The library primarily serves as a scientific source of information for the scientists of the institute.
- (3) The library is a reference library. Therefore it is not permitted to take along any media from the institute’s premises.
- (4) The use of the library is governed by these library regulations.

#### §2 authorised users

- (1) Users of the library are the employees of the Max Planck Institute for European Legal History (hereinafter: Institute) as well as scholarship holders and guests of the institute.
- (2) Other persons may use the library upon request during the opening hours, if they can demonstrate a serious scientific interest, which can only be fulfilled by the special stock of the institute’s library. Furthermore, it has to be ensured that there is enough personnel and space within the library.  
In addition to the application, students and doctoral candidates have to attach a letter of recommendation from their supervising professor, which states the research topic as well as the need to use the institute’s library.
- (3) The present library regulations have to be noticed and confirmed with one’s signature.

#### §3 registration

- (1) The registration for the library has to be done personally.
- (2) Users in accordance with §2 (2) have to present the required data for the registration as well as an official document with a valid registered address. To use the library, a personal e-mail address is obligatory. The library shall be informed immediately about any change of personal data (e.g. name, address, e-mail-address).
- (3) Registered users get a library card. The library card entitles to get access to the reference area, to lend and reserve media and is needed for every lending process. It also entitles to use the electronic resources as well as to copy, print and scan materials.
- (4) The library card is non-transferable. It remains the institute’s property. The users are obligated to handle their library card with care.
- (5) The library card may have a temporary limit and other restrictions.
- (6) The library card does not automatically authorise for a reservation of a workplace in the reading room. A pre-reservation of a workplace for people with a residence in the Rhein-Main-area is not possible.
- (7) The library shall be informed immediately about any loss of the library card or borrowed media. Users are liable for all damages caused by any misuse of the library card.
- (8) In order to obtain a replacement library card, a fee may be charged.

#### §4 data acquisition, data protection

- (1) Personal data is stored electronically in compliance with the applicable legal data protection regulations and only processed within the institute for a specific purpose. By applying for permission to use (external users) or registering to use the library (internal users), users declare their consent to the collection, processing and storage of this data.

#### §5 lending

- (1) Since the library is a reference library, only staff, scholarship holders and guests with an office respectively a guest room can borrow media for the use at their local working space
- (2) Media for all other users will be provided in the reading room.
- (3) The valid lending restrictions can be found in the “Hinweise zur Benutzung” (recommendations for use).
- (4) Before leaving, at the latest at the library’s closure time, the workplaces have to be cleared. Media with an unexpired loan period and which are still needed shall be handed to the staff at the circulation desk to be stored there. This does not apply to persons with a MPI admission card and a permanent workplace in the reading room.
- (5) The return of all borrowed media from the stacks takes place at the circulation desk.
- (6) Media has to be handled carefully; especially underlining and entries of all sorts as well as the gluing of adhesive notes are forbidden. The library staff has to be informed immediately about any damages.



### **§6 copying possibilities**

- (1) Suitable machines for the making of copies (e.g. book scanner, copying machine, printer) are available in the public service area.
- (2) The use of personal reproduction equipment (e.g. camera, mobile phone, hand scanner) is not permitted.
- (3) Due to conservation reasons, media published before 1900 is only allowed to be duplicated with the help of the book scanner.
- (4) Printouts, copies and scans are charged. Details can be found in the charging table.

### **§7 Behaviour in the reading room**

- (1) In the interest of all users, everyone is asked to be considerate and to avoid any kind of disturbance.
- (2) Eating, drinking, smoking and making phone calls is generally not allowed in the reading room. If brought in transparent bottles with a lid, drinking water is allowed
- (3) Bringing externals into the reading room without previous notice is not permitted.
- (4) Instructions from the library staff are to be followed.

### **§8 wardrobes**

- (1) Coats, umbrellas, bags etc. are not allowed in the reading room. They can be stored in the provided wardrobes.

### **§9 opening hours**

- (1) The library's opening hours are announced by notices and on the library's website.
- (2) For specific reasons, the library may be closed or the opening hours may be changed. These changes will, as far as possible, be made public in time through notices and on the library's website.

### **§10 exit control**

- (1) The user agrees on showing carried items to the library staff.

### **§11 accountability**

- (1) The institute is not liable for the loss or damage of items brought by users.
- (2) Every user is liable for any damage he/she may cause.
- (3) Every user is liable for the media on his/her account. In case of loss or damage of media from the stacks or the reference area, damage compensation in the amount of the acquisition or replacement price has to be paid. In cases of doubt, the direction of the library will decide on the replacement's type and amount.

### **§12 use of information technology**

- (1) All EDV offers, data bases, copying machines and book scanners may only be used under the license agreement and the copyright law and for scientific purposes only.
- (2) It is forbidden to change the system settings, network configuration, software and hardware.
- (3) When using the computer workplaces, the library users are responsible for the protection of their personal data. They are therefore obligated to close open applications when leaving the workplace.
- (4) The Institute is not liable for damages, which result from the usage of its electronic media, respectively its DP (data processing)-infrastructure.

### **§13 exclusion from usage**

- (1) Users, who violate the library regulations or the library's instructions, may be excluded from using the library for either a limited or an unlimited amount of time.
- (2) All of the user's obligations, which have arisen from the usage relations, remain, even after exclusion.

### **§14 safeguarding clause**

- (1) Should any provision of this agreement become partly or entirely invalid or lose its legal effectiveness later on, this shall not affect the validity of the remaining provisions of this agreement. Instead of the ineffective provision the statutory provisions apply.

### **§15 coming into force**

- (1) These library regulations come into force on 1 September 2020. At the same time, the library regulations for the Max Planck Institute for European Legal History Frankfurt am Main in its version of 1 October 2013 lose their validation.