

## Library Regulations

### General

The Institute's library contains books that reflect the Institute's research projects, scientific literature on the research themes and related subjects. The library is a special library with a modern orientation.

The entire collection of monographs and all magazines are available on an open-shelf basis.

Our current collection of monographs is being continually extended on the basis of recommendations. If you would like to make a suggestion, please use the appropriate form on the library's website. The library's scientific officer has the authority to approve applications.

### Use

The library is open at all times for the Institute's employees and guests. A library card will be issued to you when you register as a user.

Persons who do not belong to the Institute may only use the library during the official opening hours. They are required to enter their personal details in the ledger that is provided to confirm their acceptance of the library regulations.

Users must pay the replacement costs of any books that are lost or damaged while in their possession.

When our electronic publication library (EPL) is used, the publisher's terms and conditions of use apply.

The following applies in general for publisher's services that are not free of charge:

- Access to full texts is only permitted to employees and guests of the Institute
- The full texts of the articles may only be printed out or electronically stored for personal use or research purposes
- The systematic downloading of articles is prohibited
- Articles may not be passed on to third parties in electronic or printed form

### Loans

Literature must be loaned out using the automatic loans system by the library user in person. The user is also responsible for returning the loaned literature to the correct position on the shelf.

Loaned works may not be passed on to third parties.

Users must return loaned literature before any absences from their place of work or ensure that it is available on the work premises.

Monographs may generally be loaned out for 4 weeks. A maximum of 15 books may be loaned out at one time.

Books with a red stripe may only be used within the library. These books are not available on loan.

Magazines issues and volumes are not available on loan. Individual articles may be duplicated. A book scanner and a book photocopier are available.

### **Loans from other libraries and document delivery**

Copies or original versions of literature that are not available at the Institute's library can, at the request of the user, be ordered from other libraries via the German or international inter-library loan system.

An order form is provided on the website.

A maximum limit of 50 orders per year has been agreed for scientists. If requirements exceed this, please make arrangements with the relevant group leaders.

The user will be notified when the ordered literature arrives or receive it by electronic post.

The literature that is available at the university must be obtained by the user. A copier card is available.

The library's website at

[http://www.mpipks-dresden.mpg.de/pages/institut/frames\\_institut\\_en.html](http://www.mpipks-dresden.mpg.de/pages/institut/frames_institut_en.html)

contains information about its current services.

The user accepts the library regulations on registration.

Dresden, April 2012

Vivien Scherr, Librarian