

Library Rules of the Leibniz-Institute of Freshwater Ecology and Inland Fisheries (IGB) Berlin

§1 Generals

- (1) The scientific research library of the IGB with locations in Berlin and Neuglobsow is a reference library with loan restriction.
Its primary function is to support employees of the institute, i.e. people with a valid employment contract with the institute.
- (2) The staff usually allows non-employees of the institute to use the library. Non-employees have to sign the Visitors Book at each day of usage.
- (3) Coats and bags are not allowed inside the library. They can be safely stored in the locker inside the anteroom.
- (4) By entering the library you accept the library rules.

§2 Opening Hours

- (1) The library can be used at any time
- (2) Public usage has to be registered.

§3 Usage

- (1) Property of the library has to be handled with care. In particular, you are forbidden to make notes or markings inside the libraries books or journals. Single sheets have to be kept inside their collection.
- (2) Items can be taken outside the library only with approval by the library staff.
- (3) Please consider current copyrights for all media.

§4 Development of library holdings

- (1) New media will be purchased on the demand of employees of the institute. The demand has to be verified and signed by the head of department.
- (2) The library board of the IGB observes the development of the holdings.

§5 Lending

- (1) Lending at the workplace is possible only for employees of the IGB.
- (2) Journals, offprints and collections can not be loaned.
- (3) Exceptions can be made by the library staff.
- (4) Loaned books have to stay accessible inside the IGB at the workplaces.
- (5) The loan period (4 weeks for employees with limited contracts / 6 months for employees with unlimited contracts) can be extended.

- (6) A loan form has to be filled out completely and readably for every loan. User data (name, address) will be saved into the library software.
- (7) In cases of loss or damage of the books due to improper handling the users can be held responsible. They have to substitute the loss in an appropriate time frame.

§6 Inter-library lending

- (1) Literature which is not accessible inside the library can be ordered from other libraries. We have to accept the rules of inter-library lending.
- (2) Usage of this service can be limited.
- (3) The decision about management of the inter-library lending lies in the hands of the library staff.
- (4) All books which are accessible due to inter-library lending must not be taken outside the institute. The loan deadlines have to be strictly adhered to.
- (5) If the users loses or damages books or causes reminder fees by not meeting the deadline of the inter-library lending, they can be held responsible for all arising claims.

§7 Electronic Literature

- (1) The library offers licensed data bases and internet access inside its rooms for employees and guests of the institute.
- (2) Employees can get a VPN-access.
- (3) The users are fully responsible for their observance of copyrights and other regulations.

§8 Copies

- (1) To protect the condition of the literature, copying may be prohibited for some items.
- (2) The costs per copy (DIN A4) is 0.05 € for guests. Employees can copy for free.

§9 Effective Date

These rules are effective starting August 24rd 2011.

Berlin, 24.08.2011

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