

Usage Regulations of the library of the Leibniz Center for Contemporary History Potsdam (ZZF Library)

This English translation is not legally binding. It should only be interpreted as an attempt to help understand the German version of the „Benutzungsordnung“. The German version is legally binding.

Contents

- § 1 Scope of application
- § 2 General
- § 3 Collections and facilities
- § 4 Admission to use
- § 5 Types of use
- § 6 Opening hours
- § 8 Use of computer workstations and other devices
- § 9 Admission to borrow
- § 10 Borrowing media units
- § 11 Loan period and renewals
- § 12 Reservations
- § 13 Interlibrary loan
- § 14 Liability for loss or damage to media
- § 15 Information
- § 16 Fees
- § 17 Reproduction and copies
- § 18 Exclusion from library use
- § 19 Effective date
- § 20 Additions to the library regulations

§ 1 Scope of application

These usage regulations apply to the use of the library of the Leibniz Center for Contemporary History Potsdam (ZZF).

§ 2 General

- (1) The library is a contemporary history-oriented library and specialized information center for internal and external academic use. It is part of the Leibniz Center for Contemporary History Potsdam (ZZF).
- (2) The library provides literature for the staff of the ZZF as well as for external scholars and students of the universities in the region interested in contemporary history for scientific research purposes. In addition, the library services are also available to the interested public.

§ 3 Collections and facilities

The library provides, based on applicable legal provisions:

- Collections (books, journals, newspapers, machine-readable media, microforms and electronic publications- hereinafter referred to as "media units").
- Catalogs and bibliographic aids in printed and electronic form
- Reading room seats
- Technical devices for using the collections

§ 4 Admission for use

- (1) Natural and legal persons are admitted for general use upon application and in accordance with § 2. Admission may be refused or revoked for good cause.
- (2) The reading room can be used by external users without registration. For the use of library services, a formal admission with the issuance of a user card is required for external users.
- (3) The application for formal admission must be made in person. A valid identification card or passport must be presented. Foreign nationals or stateless persons may be formally admitted upon presentation of a valid identification document and a registration confirmation or residence permit.
- (4) Legal entities, authorities, institutions and companies must provide their application with the stamp and signature of an authorized person. The withdrawal or discontinuation of the authorization must be reported to the Library.
- (5) Minors may be admitted to the library upon presentation of a written declaration of consent by their legal representative(s) and their acceptance of liability on the registration form.
- (6) The library collects and processes personal data insofar as this is necessary for the lawful fulfillment of its tasks. Applicants declare their consent to the collection and electronic storage or written retention of this data by signing the

registration form. The user's account with all personal data will be deleted upon request at the latest three years after the last account transactions.

- (7) The library must be notified of any changes in personal information (e.g. name or address).
- (8) By entering the library or using its services, the user accepts the library's terms of use. These can be viewed in the library or on its website.

§ 5 Types of use

- (1) The media units can be used in:
 - the designated library rooms or within the ZZF Potsdam
 - off-site borrowing (local borrowing) for members of the ZZF Potsdam.
- (2) The library's collections may also be used by providing copies, printouts, and digital copies, and through written, verbal, and information provision by telephone.
- (3) If regulations of the usage regulations or legal provisions prevent the use of individual collections, or if an exceptional and unreasonable effort would result from a user request for library services, use may be denied.

§ 6 Opening hours

The opening and closing hours of the library are announced on the library's website and through notices. For special reasons, the library may be closed temporarily.

§ 7 General Regulations for Use

- (1) Every library user must behave in a manner that does not interfere with the legitimate rights of others and does not disrupt the library's operations. The library regulations, the library's instructions and the instructions of the library staff must be followed.
- (2) Library materials are to be handled with care. Special conditions of use may be imposed on materials that are at risk or have been damaged.
- (3) The media units are stored in a rolling shelving system; the individual shelves are not locked. All library users are required to ensure that no other persons are endangered before moving the shelves.
- (4) To ensure good working conditions, silence must be maintained in the library premises.
- (5) Talking on the phone is not permitted in the library premises. Mobile phones may be operated in silent mode.
- (6) All books, materials and especially electronic devices brought into the library must be shown upon entering and leaving the library without being requested.
- (7) The following are not permitted in the library premises:
 - smoking, drinking, eating
 - bringing folders, bags and other luggage
 - bringing coats and coat-like outerwear
 - bringing animals (with the exception of guide and therapy dogs) as well as large objects that interfere with library operations.

- (8) Users are responsible for their personal belongings. The library assumes no liability for them.
- (9) Lockers are offered free of charge. Users are obliged to clear the lockers by the time the library closes on the same day. The library does not assume any liability for items stored in the lockers.
- (10) Photography, film and audio recordings in the library are only permitted with the permission of the library management.

§ 8 Use of computer workstations and other equipment

- (1) The use of private computer equipment is permitted.
- (2) The library also provides computer workstations and other technical devices. These may not be used for purposes unrelated to library use. Anything that obstructs or exceeds the work and mission of the library, violates legal regulations or offends common decency is considered non-library use. In particular, the workstations with network access are available for scientific research purposes. In case of high demand, the use of the devices may be limited in time.
- (3) Instructions for the use of the equipment, databases and internet services must be followed. It is not permitted to make changes to the system settings, network configurations or software.
- (4) The user is responsible for compliance with the copyright and license conditions. This applies in particular to the download, printing or external storage of the displayed information.
- (5) Users are liable for damages caused by manipulation or other unauthorized use of the library's equipment or media. Defects in the equipment or media detected before and during use must be reported to the library staff.

§ 9 Admission to borrow

- (1) During opening hours, desired media units are available to all users in the library.
- (2) Employees of the ZZF may borrow desired media units, unless they are subject to special lending restrictions.
- (3) External users may, in exceptional cases and subject to separate approval by the library management, be granted temporary local borrowing privileges.
- (4) Institutes, authorities and companies may be admitted to the loan in individual cases.
- (5) Admission to lending may be granted for a limited period of time or subjected to conditions.

§ 10 Lending of media units

- (1) ZZF employees may borrow up to 50 media units per person at a time.
- (2) The loan is automatically booked and registered. Each user is liable for the media units borrowed. Users are required to check the received media units for their proper condition.

- (3) The library, to the extent of its available resources, checks all software and corresponding data carriers offered for use for viruses and other damages. The library is not liable for damages that occur despite these precautions to files, data carriers, and users' hardware.
- (4) Borrowed media units may not be passed on to other persons.
- (5) Borrowed media units may be reserved.
- (6) The following are excluded from local loans:
 - Media units that belong to the reading room collection
 - Books with a high material or ideal value
 - Loose-leaf works
 - Newspapers
 - Items in accordance with §5 Para. 3 of these library regulations.
- (7) The issue of media units obtained through interlibrary loan is carried out in accordance with the regulations of the lending library.

§ 11 Loan Period and Extensions

- (1) The loan period for ZZF employees is 6 months. The borrowed media units must be returned at the end of the loan period without being asked. The loan period may be extended for another 6 months upon presentation. If the loan period is exceeded, overdue fees will be charged (see fee schedule).
- (2) The loan period of media units obtained through interlibrary loan is determined according to the regulations of the lending library.
- (3) Loans to external users will only be made in exceptional cases and upon separate request.
- (4) In urgent cases, the library is entitled to reclaim the borrowed media units before the expiration of the loan period. If there is no reservation, the loan period can be extended.
- (5) Anyone who significantly exceeds the loan period without having applied for an extension in time may be temporarily or permanently excluded from borrowing.

§ 12 Reservations

Borrowed media units can be reserved, but not by the current borrower. Users will be informed about the availability of their reserved media units.

§ 13 Interlibrary Loan

- (1) The ZZF library will arrange interlibrary loans for ZZF staff members who are users of the Potsdam University Library.
- (2) For this purpose, media units that are not available in the library can be obtained on loan from other libraries in the Federal Republic of Germany (interlibrary loan of German libraries) and abroad (international interlibrary loan).
- (3) Interlibrary loan between the libraries is subject to the Interlibrary Loan Regulations (LVO) in the currently valid version, which must be adhered to.

§ 14 Liability for damages in case of loss of media

- (1) Users must handle the media units they use with care and protect them from damage.
- (2) The removal of pages, illustrations, tables, maps and the like from the library's collections as well as the attempt to steal media units may result in a longer or permanent withdrawal of the user's authorization. This does not affect the civil and criminal liability.
- (3) Users are liable for any damage or loss of library materials during the loan period, even if they are not at fault. The organization of repairs is the sole responsibility of the library.
- (4) Any loss of media must be reported to the library. If the user has lost or damaged a media unit so that it can no longer be used, they must obtain a bibliographically identical replacement copy within a period set by the library. If no replacement copy can be obtained for lost media units, the library is entitled to have a copy made at the user's expense and, if necessary, to demand compensation for the value of the copy. The user shall bear the costs for the replacement copies. If a media unit that has been reported as lost is subsequently returned, the user is not entitled to a refund of the compensation paid or the costs.

§ 15 Information

- (1) The library provides oral and written information within the scope of its tasks and possibilities. No liability is assumed for information that goes beyond the mediation of literature. In general, research in internal and external databases is carried out by the users themselves; the library staff will assist as needed.
- (2) Statements and value assessments of media are not possible. Corresponding appraisals cannot be issued.

§ 16 Fees

General use of the library is free of charge. The management of the ZZF reserves the right to establish differing regulations. Subsequent changes to the usage and fee regulations also apply to existing usage relationships.

§ 17 Reproduction and Copies

A book scanner and a microfilm scanner are available for use in the library. The user is responsible for compliance with copyright regulations.

§ 18 Exclusion from library use

If users seriously or repeatedly violate the library regulations or if the continuation of a user relationship has become unreasonable, the user may be temporarily or permanently excluded from using the library, either in full or in part. The decision will be made in writing; the decision may be appealed. The exclusion does not

affect the obligations arising from the user relationship. In the event of suspected criminal offences, the library will in any case file a criminal complaint or request legal action in any case.

§ 19 Effective date

The usage regulations shall enter into force upon their publication by the Directorate of the ZZF on February 01, 2022.

§ 20 Additions to the library regulations

The library management is entitled to issue and announce implementing regulations to these regulations.

Regulation of fees from February 16, 2022

Regulation on the charges for the use of media in the library of the
Leibniz Centre for Contemporary History Research (ZZF)

Schedule of Fees

(1) Overdue fines

If the loan period is exceeded, the following fees will be charged per media unit and per 6 opening days or part thereof 2,00 € late fees will be charged. The maximum fee per media unit is 50,00 €.