

6 HELP DESK AND RESEARCH

Library users generally carry out their research independently. The library staff can provide introductory assistance, and are glad to give advice and information, both verbally and in written form, to help with research. No guarantee can be given for the accuracy and completeness of the information provided. If more extensive help is required, either in terms of the content and/or the time-investment of staff members, a fee will be charged.

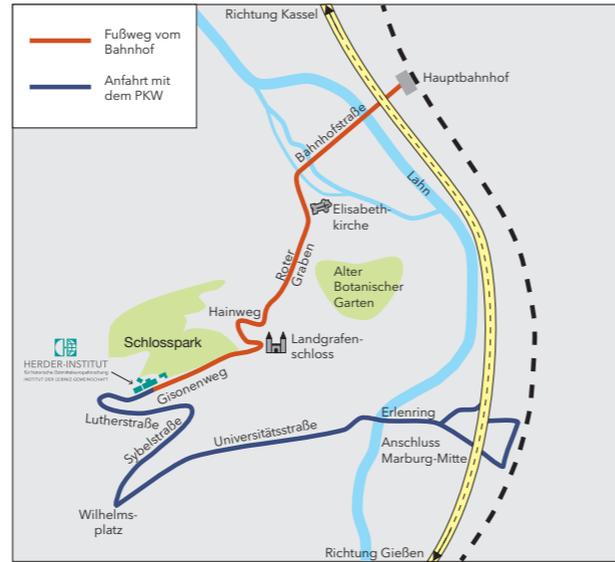


7 INTER-LIBRARY LOANS

The library staff are happy to help source materials that are not available at our library. Any inter-loan fees that are incurred must be paid by the user.

8 FEES

All costs and fees are calculated according to the current fee tables.



HOW TO FIND US

A number of bus routes link the Marburg Central Station with the Hanno-Drechsler-Platz/Gutenbergstraße bus stop. The number 10 bus leaves from here and arrives at the Herder Institute stop around ten minutes later. The bus runs hourly. More detailed information on transport links please can be found on the RMV's online timetable.

PLEASE NOTE THE FOLLOWING:

All computers, databases, copy machines, and scanners may only be used in accordance with the licensing and copyright regulations, and exclusively for the purposes of research.

ADDRESS

Research Library, Herder Institute
Gisonenweg 5-7
35037 Marburg

CONTACT

Tel. +49 6421 184-161 (Information/Loans)
Fax +49 6421 184-139
bibliothek@herder-institut.de
<http://www.herder-institut.de/servicebereiche/bibliothek.html>

MANAGER

Dr. Jürgen Warmbrunn
Telefon +49 6421 184-150
juergen.warmbrunn@herder-institut.de

OPENING HOURS

Monday to Friday 8.00 am - 5.30 pm

STORAGE FACILITY

Monday to Thursday 8.00 am - 3.40 pm
Friday 8.00 am - 2.10 Uhr


HERDER INSTITUTE
for Historical Research on East Central Europe
INSTITUTE OF THE LEIBNIZ ASSOCIATION

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Leibniz
Association

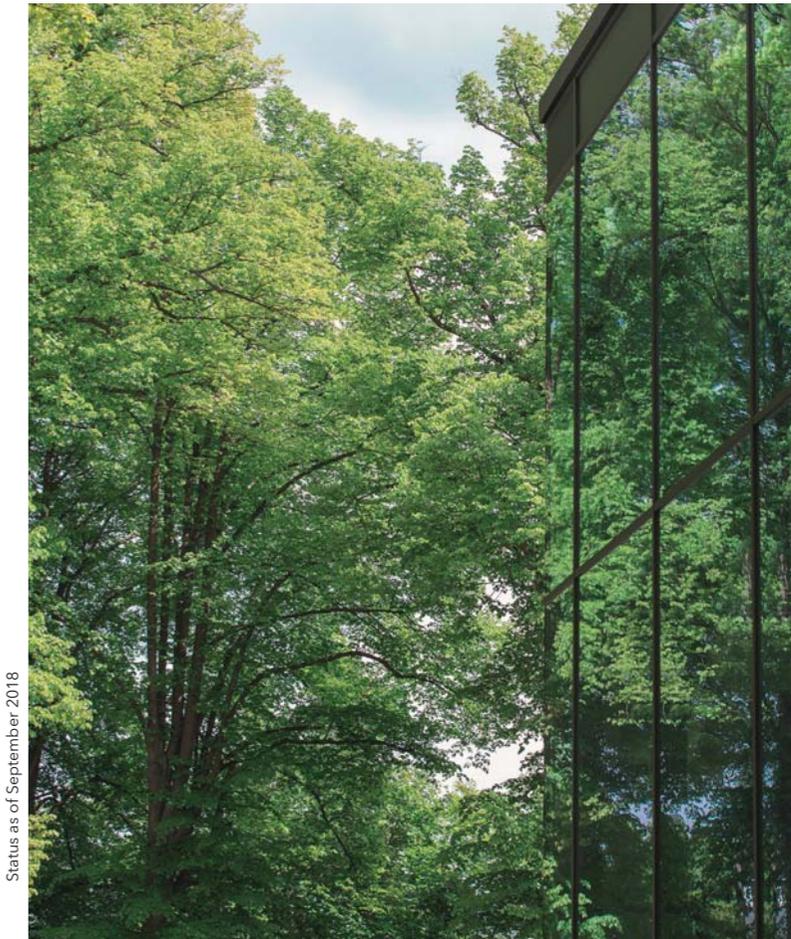
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HERDER INSTITUTE
for Historical Research on East Central Europe
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Research Library
USER REGULATIONS



1 PURPOSE AND FUNCTIONS OF THE LIBRARY

The library at the Herder Institute in Marburg has been set up specifically to aid specialized research on the history, regional studies and culture of East Central Europe.

It therefore plays an important role in supplying literature at a regional and supra-regional level and provides an inter-library loan service with connections throughout German and abroad. As a research infrastructure facility, the library supports international research on East Central Europe.

Users have access to our collections, information services, literature research service, and reading room. As a public facility, we comply with the following guidelines in facilitating research and promoting scientific collaboration at a national and international level.



2 GENERAL INFORMATION

The Herder Institute library is primarily a storage library. Our stocks are entered on the OPAC catalog and are therefore certifiable and available both nationally and internationally. They can be requested and borrowed via the OPAC ordering function. Shelled stocks can be found in the open access section of the reading and catalog room and are primarily intended for in-house use. The library adheres to the guidelines set out in the "Altbestandszertifikat" (historic stock certificate). The relationship between the library and its users follows the regulations in the Bürgerliches Gesetzbuch (German Civil Code). All users are bound by the user regulations.

3 OPENING HOURS

The library is open from Monday to Friday between 8am and 5:30pm. It closes at the same time as the institute. Materials can be ordered from the storage facility from Monday to Thursday between 8am and 3:40pm and on Fridays between 8am and 2:10pm. In most cases, materials available onsite in our storage facility can be delivered within 30 minutes of an order being placed.

4 CODE OF CONDUCT AND DUTY OF CARE

Coats, bags and foodstuffs may not be taken into the reading room but can be stored in lockers, which are located at the entrance to the library. The library assumes no liability for stored items. It is not permitted to keep locked up items on the premises overnight. All visitors to the library must refrain from holding loud conversations, using mobile telephones, smoking, eating and drinking. The foyer is available for taking breaks and conversing.

All media, furnishings and technical equipment must be handled with care.

Particularly in the case of books and journals, library users are not permitted to make entries of any kind, underline content, fold pages or leave notes.

The PCs and internet access available in the library must be used exclusively for research purposes. Altering any of the default settings on the computers is not allowed. External storage media, for example USB sticks or discs, may only be used on selected computers and only after consulting with a member of the library staff.



5 USING THE LIBRARY

5.1 GENERAL INFORMATION

It is our express wish that the library be available to anyone who is carrying out research on, or is interested in, our specialist subject areas. Visitors to the library enter their names on a list, which is provided daily at the lending and information desk. First-time users must register at the information and lending desk and, if necessary, will be offered an introduction to the library. If visitors infringe our regulations, the library manager may ban them from using the library.

5.2 LOANS

Our library user IDs are free of charge, machine-readable and allow users to borrow books and bound periodicals (also unbound periodicals on request) as well as journal volumes. These materials may be borrowed or used for in-house reference. For conservation reasons, certain specially marked items may not be taken off the premises and can only be used in the reading room. Materials located in the reference section are only available for limited loans and in consultation with a staff member at the information and lending desk. For Monographs, the loan period is 35 days and for periodicals the loan period is 19 days. Special regulations apply to Herder Institute staff and some research institutions, concerning, for example, sped-up lending procedures and/or flexible loan periods. The borrower assumes liability for all media on loan. In the case of monographs, it is possible to extend the loan period up to two times, either in person or online via the OPAC. If an item has not been requested by another user, a further extension of the loan period is possible by contacting the information and lending desk well in advance of the item's due date. Loans for periodicals can only be extended in exceptional circumstances and in consultation with the information and lending desk. In cases where extensions are not requested on time or items are returned after the due date, an overdue fine will be charged according to the latest fee table. Should these fines not be paid on time, the user's account will be suspended, and no further loans, extensions or reservations will be able to be carried out on the OPAC.



5.3 RESERVING ITEMS

Items out on loan may be reserved via the OPAC and/or in consultation with a staff member at the information and lending desk. When a reservation is made, a notification will be generated for the item on loan, after which time no further extensions may be requested by the current borrower. Any infringements of this regulation may lead to the user's account being blocked.

5.4 RETURNING ITEMS

All borrowed items must be returned on or before the final day of the loan period. In the case of postal returns, borrowers must ensure that the item arrives back at the library on time.

5.5 EXIT CHECK

If requested by a member of the library staff, users are required to show any items they have with them when they leave the reading room.

5.6 COPYING

Visitors to the library are permitted to make copies using the photocopier in the foyer as long as there is no copying ban on the material in question. Copying cards may be purchased at the information and lending desk. There is also a coin-operated function on the photocopier. Users are required to bring the correct change in coins.