

# Regulations for Use of the Library



## Regulations for Use of the Library of the Hamburg Institute for Social Research (HISBiblioBOengl) 22 January 2010

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### I. General Provisions

#### § 1 The Library's Mission

The Library is part of the Hamburg Institute for Social Research (HIS).<sup>1</sup>  
The Library is a reference library with non-circulating collections designed primarily to serve research and other academic endeavors.

#### § 2 Access to and Use of the Library and Legal Nature of Permission to Use the Library

- (1) The Library is open to the public.
- (2) Permission to use the Library is granted to those who acknowledge and adhere to the Library Regulations. By entering and using the Library, visitors implicitly agree to conform to these Library Regulations.
- (3) Use of the Library is free of charge with the exception of specific acts or services outlined in the Fee Schedule of the HIS Library. The Library Fee Schedule (HISBiblioGVengl) is part of these Regulations for Use.

#### § 3 Opening Hours

The opening hours of the Library will be announced in notices posted at the Hamburg Institute for Social Research and on the website of the Institute.

#### § 4 General User Obligations

- (1) Library users are required to handle all Library resources, furnishings, and equipment with care and to ensure that they are not lost, altered, soiled, damaged, or mutilated.
- (2) Library media that are subject to copyright law and/or licensing agreements are available for copying by users for personal use only. Library users are personally responsible for complying with copyright laws and agreements, ancillary copyright law, and privacy protection laws.
- (3) Users are required to comply with instructions given by Library staff members regarding the application of these Use Regulations.

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<sup>1</sup> Stiftung Hamburger Institut für Sozialforschung, Stiftung bürgerlichen Rechts; the Hamburg Institute for Social Research is a private, nonprofit foundation established in 1984 and referred to here in part with the abbreviation HIS.

## **§ 5 Authorization of Staff to Deny Access**

Library staff members are mandated to terminate or deny access to the Library premises and its services if users fail to comply with these User Regulations.

## **§ 6 Liability and Restrictions of Liability**

(1) Users are liable for damage caused to the Library and its content within the terms set by current German law.

(2) The Hamburg Institute for Social Research is not liable for damage that is incurred by users due to services that have not been provided or provided in an incorrect, incomplete, or delayed manner. The Institute is also not liable for damage incurred to the data, files, programs, and/or hardware of users through the use of the Library's hardware and software. This also applies to damage to users' equipment that occurs when utilizing audiovisual media in the Library. These restrictions to liability only apply to damage that does not result from premeditated acts or gross negligence.

(3) The Library does not assume liability for damage or theft of valuables or any other personal property brought to the Library by users.

## **§ 7 Denial of Access to the Library**

(1) Users who remove Library media or parts of such media from the Library without permission, who fail to handle electronic equipment with the necessary care, change data without permission, access illegal information from the Internet, or otherwise violate these Regulations in a gross manner can be denied access to the Library temporarily or permanently.

(2) A ban on access to the Library can be rescinded if the users meet their obligations as outlined here and there is reason to believe that they will continue to do so in future.

## **II. Use of the Library**

### **§ 8 Behavior in the Library**

(1) While visiting the Library, users are required to act on a manner that does not disturb other users. Before entering the Library proper, coats, jackets, umbrellas, and bags and other receptacles must be stored in the entrance area.

(2) Library lockers are to be used only for storage of bags, clothing, books, and other non-perishable items.

(3) Users must empty lockers completely on the day on which they have used the Library. Use of the lockers is also subject to special regulations that are posted on the lockers.

(4) The Library is authorized to remove the contents of lockers that have not been emptied by users on time. Objects removed from lockers in this way will be treated as lost property. Media from other libraries or collections found in the lockers may be returned to these institutions.

(5) Users are required to show all books, journals, videos, data and audio media, and similar objects that they bring into the Library to library staff when entering and leaving the Library.

(6) Smoking, eating, and drinking from unlidded containers are not permitted in the Library.

### **§ 9 Use of photocopiers and other equipment**

Users are required to take special care in using the copiers and other equipment that is available for self-service. Charges for using this equipment are listed in the Fee Schedule.

### **III. Final Clause**

#### **§ 10 Entry into force**

These Regulations for Use enter into effect on 22 January 2010.