

Regulations for the Use of the Library of the Georg Eckert Institute for International Textbook Research

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I. General

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Area of application

(1) These Regulations apply to the Library of the Georg Eckert Institute for International Textbook Research.

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Purpose and objectives of the Library

(1) The Georg Eckert Institute is a public institution whose mission is:

1. to conduct international comparative research into depictions and interpretations of historical political or geographical significance in textbooks and other educational media from the Federal Republic of Germany and other states and make recommendations on eliminating evidence of prejudice and bias in these depictions and interpretations
2. to organise and host conferences on the critical review and revision of textbooks with national and international experts
3. to act in an advisory capacity to authors, editors and publishers of textbooks during the publication process
4. to issue expert opinions and support research in the field
5. to make the findings of its research and its practical experience in the field available to the public via publications, talks and lectures.

In order to fulfil its objectives, the Institute works with state and federal authorities in Germany and with institutions of higher education.

The library collects literature and other materials with relevance to the Institute's mission and objectives and to its programmes of research.

(2) The Library fulfils its purpose and objectives in the following specific ways:

- a) by making its holdings available for use on its premises

- b) by permitting users to borrow specific parts of its holdings and use them outside Library premises
- c) by making copies and reproductions from works held by it or obtained from other libraries, providing facilities for users to make such copies or reproductions or signposting users to appropriate services
- d) by making resources available to users of other libraries in the inter-library lending system
- e) by providing information on the basis of its holdings and the information media it has access to.

(3) The type and extent of the services provided by the Library are determined by its specific tasks and objectives and by the extent of its human, physical and technical resources.

II. General Regulations

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Legal nature of the relationship between the Library and the user

As a fundamental principle, the relationship between the Library and its users is regulated by public law; agreements under private law may be made in special instances of use.

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Joining the Library

(1) Persons wishing to use the Library must register as users.

(2) The Library may only be used once the user has registered in person, showing a valid passport or identity card. If the identification does not show the person's place of residence, the user must additionally present official proof of address.

(3) Users can be admitted to the Library by being issued with their library card, which remains the property of the Library and may not be transferred to another person.

(4) Admission to the Library may be granted for a fixed period and subject to conditions.

(5) Admission to the Library may be made subject to written permission of the user's legal representative and/or to a guarantee with personal liability.

(6) Users accept these Regulations when they register to join the Library.

(7) Users who move house must inform the Library immediately of their new address. Failure to do so will render the user liable to the Library for any costs and losses arising from this failure.

(8) On deregistration from the Library, the user must return all materials borrowed as well as his or her library card, and pay any outstanding fees, fines or charges.

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Storage of personal data

(1) The Library collects and processes personal data where this is required in order for it to lawfully fulfil its purpose and objectives. As a rule, the Library collects the following data:

a) User details (name and address, date of birth, gender, user ID number, ID card number (where applicable), date of admission to the Library, date of expiry of library card, dates of any changes, user status and type)

b) Data on use of the Library (dates of borrowing and renewals, end dates of loan periods, dates of returns, reservations and book orders with dates, dates of origination of fees, fines and charges with amounts, restrictions on use, number of current unresolved overdue reminders, debarment from use of the Library).

(2) Data on use of the Library is deleted once the user has returned the volume in question, paid any fees, overdue fines or charges due, or, where appropriate, replaced the missing volume. Restrictions on use are removed and deleted from file once the obligations whose non-fulfilment led to the restriction being imposed have been fulfilled.

(3) The record of a time-limited debarment from use of the Library is deleted one year after the end of the debarment period.

(4) User data are deleted one year, at the latest, after the user's deregistration from the Library. If the user has not paid all charges, fines or fees due or has any other outstanding responsibilities to the Library at this point, his or her details will remain on file until such time as monies due have been paid or the outstanding responsibilities fulfilled, after which they will be deleted immediately.

(5) Paragraphs 2-4 do not cover the use of particularly valuable works.

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Conduct in the Library

(1) Library users must conduct themselves in such a way as to avoid impacting upon other users' pursuit of their rights and interfering with the smooth running of the Library. They are obliged to respect Library regulations and abide by the instructions of Library staff.

(2) Personal possessions (coats, hats, bags, umbrellas etc.) must be placed in lockers prior to use of the Library.

(3) Express permission of Library management is required for photography, filming and audio recordings on Library premises.

(4) Users are requested to maintain a quiet environment in all areas of the Library dedicated to study and research. Smoking, eating and drinking, and pets are not permitted on Library premises.

(5) The Institute reserves the right to prohibit the use of voice recorders, data processing devices, mobile phones, typewriters or other devices or to restrict their use to specific areas of the Library or workstations.

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Duty of care and liability for damages

(1) Users must treat Library property with care and may not make notes or highlight or underline passages in volumes or trace text or illustrations.

(2) When using or borrowing any volume, users must check its completeness and condition and draw the attention of Library staff to any damage to the volume without delay.

(3) Users are liable for loss of or damage to volumes or other Library property or materials issued to or used by them, regardless of whether the user is at fault. The Library shall determine, at its reasonable discretion, the form in which the user is to make good the damage. In particular, it may request the user to restore the item to its previous condition or purchase a replacement copy, another volume of the same (academic or monetary) value or make a reproduction of the volume at his or her own cost; alternatively, it may demand payment of an appropriate sum as replacement for lost value. In addition to this, the Library may require the user to make good any lost monetary value not restored by any of these measures.

(4) Users must report the loss of their library card to the Library as soon as the loss is discovered.

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(5) Users are liable for damages sustained by the Library due to abuse of library cards, even in cases where the user is not responsible for the abuse.

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Checks on bags, etc.; lost property; right of the Library to bar admission to or request departure from the premises

(1) All books, magazines etc. brought to the Library by the user must be shown clearly to the invigilator upon entry. The Library reserves the right to check any bags, briefcases etc. brought to the Library by the user.

(2) Users must show official identification and, where required, their library card to Library staff upon request.

(3) Users' personal possessions found in the Library or removed from lockers not cleared by the user are covered by the provisions set out in section 978 of the German Civil Code.

(4) The Director of the Institute can authorise Library staff to bar admission to or request departure from Library premises at their reasonable discretion.

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Reprographic activities and services

(1) Upon request, the Library can produce microfiches, microfilms and other reproductions of items in their holdings or obtained through inter-library lending, or commission their production, provided the item will not be damaged by the process. Users bear sole responsibility for compliance with copyright, the intellectual property and moral rights of third parties when using reproductions made or commissioned by the Library.

(2) Reproductions from manuscripts and other special items, older or valuable items, and items requiring careful handling may only be made by the Library or with its permission. The Library shall determine the form in which the reproduction is to be made, and reserves the right to limit or prohibit the making of reproductions on grounds of the protection and conservation of the work in question.

(3) Where the Library makes the reproduction, it retains any rights arising from it and the original copies remain Library property.

(4) Large numbers of reproductions or reproductions for commercial purposes (e.g. reprints, facsimile editions, postcards) require a specific agreement which sets down the charge to be paid. Any reassignment of copyright or rights of use to third parties requires the Library's permission.

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Opening hours

The Library's opening hours are determined by Library management and announced in notices displayed on the premises. Library management reserves the right to close the Library temporarily for urgent reasons.

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Extent of Library's liability

(1) The Institute shall not be liable for loss or damage sustained to personal property brought to the Library by users. The Institute's liability for personal property lost or stolen from storage lockers provided for users is only effective if the Library can be proven to have acted negligently. The Library shall not be liable for cash or valuables.

(2) The Institute shall not be liable for damages sustained through the Library's failure to provide services, provide them on time, correctly or completely. The same applies to damages sustained through the use of data storage devices, databases or electronic networks.

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Fees and other charges; costs for services; deposits

(1) The Library requires the payment of fees and other charges in accordance with the valid Schedule of Fees and Charges issued by the Georg Eckert Institute.

(2) Users who order reproductions or use chargeable databases and other particular services and facilities at the Library must pay the charges advertised in the notices displayed on Library premises.

(3) The Library may make charges, which shall be subject to individual agreement in each case, for the commercial use of its holdings, particularly for the commercial exploitation of reproductions from manuscripts and other valuable holdings.

(4) The Library may charge a reasonable deposit for the provision to users of lockable cupboards, lockers and other similar facilities. If a user loses a key to a locker, requiring the lock to be changed, he or she must cover the associated costs.

III. Use of Library materials on Library premises

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General

(1) The user's use of the Library's facilities and services implies his or her agreement to observe the corresponding regulations as set out in this document.

(2) The Library is authorised to permit access to Library premises only to users who can produce identification and/or a library card.

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Use of materials in the reading room

(1) All works kept in the Library's reading room may be used there.

(2) Users may not reserve desks in the reading room for themselves or others. Upon leaving the reading room, users must clear their desks, unless they have been allocated a desk for their permanent use. Desks left uncleared by users who have left the reading room may be cleared by Library staff and assigned to another reader.

(3) As a rule, non-loan items kept in the reading room may only be used in the room or rooms in which they are kept or displayed, and must be deposited in the designated place after use. Readers wishing to use items kept behind the invigilator's desk for security reasons must hand over their ID or library card to the invigilator in order to be issued with the item.

(4) All works kept in the stacks may be ordered for use in the reading room. Users will be issued with these items at the designated place (reading room invigilation desk or issue desk) and must return them to the same place after use. Items made available to a reader for use in the reading room which are not used for a period of more than three days can be made available to other readers.

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Access to stacks

Users may not enter non-open-access stack rooms without the permission of Library staff.

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Use of manuscripts and other special Library holdings

(1) Manuscripts and other valuable Library holdings may only be used in the rooms reserved for their use by the Library; users wishing to access such holdings must state the purpose of their work. When working with these holdings, users must observe procedures whose purpose is to preserve the items.

(2) The Library may prohibit the use of contemporary manuscripts and original handwritten sources, particularly those left to the Library by a deceased person or their estate, for a reasonable period in order to protect the individual rights of persons.

(3) Text and images from manuscripts and original handwritten sources may only be published with the permission of the Library. The same applies to the publication of material from rare books and portrait collections. Where permission is given for publication, the Library user is responsible for compliance with copyright regulations, and the Library retains the right to publish the text and images in question itself or permit third parties to publish them.

(4) The Library is entitled to receive, immediately after publication and without particular request, a free copy of any publication concerning, or containing material from, manuscripts and original handwritten sources held by the Library, and of any publication of a work created using materials held by the GEI. The same applies to publications concerning or containing material from rare books held by the Library, except that the Library shall issue a request for a free copy in these cases. The Library reserves the right to make special arrangements in individual cases. This clause does not affect copyright regulations.

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Use of technical facilities

(1) The Library provides, within the scope of its capabilities, technical devices and facilities for its users to avail themselves of information services and data storage devices.

(2) Any faults or malfunction the user notices prior to or during use must be reported immediately to Library staff.

IV. Borrowing

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General regulations for borrowing

(1) Works held by the Library may be borrowed by users for use outside Library premises, with the following exceptions:

- a) Non-loan items
- b) Works of particular value, especially those older than 100 years
- c) Loose-leaf editions
- d) Collections of plates: maps, unbound works, newspapers and magazines
- f) Unpublished works
- g) Microforms

(2) Library management may, at its reasonable discretion, designate other works as non-loan or restricted loan items. In particular, it may exclude individual works or groups of works from borrowing for a specified period or recall them if they are currently on loan.

(3) Library management may permit short-term loans of non-loan items (e.g. overnight or over the weekend) subject to special conditions.

(4) Library staff may restrict use of frequently requested items to the reading room only.

(5) The Library reserves the right to restrict numbers of individual orders of works and of items borrowed at one time.

(6) Works deemed unsuitable for unrestricted use can be restricted for lending to those Library users who can demonstrate an academic or professional purpose to their planned work with the item.

(7) As a rule, users must collect items ordered from the stacks, and present items from the open-access shelves, in person at the issue desk.

(8) The borrowing process is complete once Library staff have scanned the item to the user's library card and handed it to the user. From this point until the item is returned, the user is liable for the item, even in cases where he or she is not deemed to be at fault in any incident of loss or damage.

(9) As a general rule, items ordered or reserved by users are not kept for them for a period longer than ten days.

- (10) The Library is authorised, but not obliged, to issue items to any person who produces a library card in the correct name.
(11) Users may not entrust items borrowed from the Library to third parties.

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Electronic borrowing

- (1) Users borrow items by presenting their library card at the Library's issue desk. The electronic record of the item being scanned onto the user's library card shall count as proof of the item's having been issued to the user. Users can request a printout of the list of items borrowed.
(2) Users can carry out particular actions independently, including reserving items and accessing the record in their user account of items borrowed and costs and charges owing.
(3) Issue slips may be dispensed with where books are checked out electronically. Users ordering books online must enter their user ID number and password. Users are liable for misuse of their system access data.

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Conventional borrowing

- (1) Users must legibly complete, sign and submit an issue slip for each item they wish to borrow via the conventional (non-electronic) method. A signed issue slip shall count as proof of the item's having been issued to the user.
(2) Each issue slip must be signed by the user requesting the work or by a representative he or she has authorised to act in his or her name. Book requests made by legal entities, public authorities and companies must bear the stamp of the institution or company and be accompanied by proof of authorisation to borrow. The Library may require proof of signatory authority and request the submission of signature samples from authorised signatories.
(3) Book requests must include the requested volume's shelf mark.
(4) If a work requested for borrowing is unavailable, has been lent to another user or cannot be borrowed for some other reason, the request slip will be returned to the user at the issue desk with a note indicating the book's current status.

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Loan periods, renewals, recalls

- (1) The usual loan period is 28 days. The Library reserves the right to set a loan period of different length in accordance with the requirements of Library operations.
(2) Items can be renewed upon request as long as the item has not been requested by another reader and the borrower has fulfilled all his or her obligations to the Library as a user. The Library reserves the right to refuse renewals in accordance with the requirements of Library operations. Renewals must be made before the loan period expires.
(3) The Library limits the number of renewals possible in each case, and reserves the right to request that the borrower present the borrowed item personally for renewal. Items may not be renewed beyond the expiry date of the user's registration as a Library user.
(4) The Library may recall an item before the end of the loan period if it is required by the Library for operational reasons, and may recall all items in order to conduct an inventory or audit.
(5) The Library may repeatedly renew works required for research purposes over a longer period of time on the user's informal request, provided the item has not been reserved by another user.

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Returning borrowed resources

Borrowed items must be returned to the Library before the loan period expires. Users will be issued with proof of return upon request. Proofs of return produced electronically do not require a signature in order to be valid.

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Reminders

- (1) Users who do not return items after the loan period has expired without renewing the item before the end of the loan period will be issued with a written reminder to return the item and given a deadline by which the item must be returned. Failure to respond to the first reminder by returning the item will result in a second reminder being issued. If the user does not return the item within the period specified in the second reminder, he or she is given a final 14-day period in which to return the item and will be notified of this by recorded delivery and informed of the legal repercussions of non-compliance with loan periods (paragraph 4 of this section).
(2) Overdue fines are chargeable from the point of issue of the reminder. Reminders may be issued by post or email as agreed with the user. Reminders issued by post are deemed to be delivered to the user three days after being submitted to the postal system. They shall also be considered to have been delivered if they were sent to the last address given by the borrower to the Library and returned as undeliverable.
(3) The Library reserves the right to refuse further lending and/or renewals to borrowers who are in non-compliance with loan periods or who owe overdue fines or other charges.
(4) If a user does not return a borrowed item within 14 days after receiving a third reminder or a corresponding recorded-delivery letter (see paragraph 5 of this section), the Library may
a) order the collection of the item from the user's home,
b) replace the book at the cost of the user or require the user to pay an appropriate sum as replacement for lost value,
c) use means of administrative compulsion to recover the item.
(5) The Library may choose not to issue reminders, instead applying overdue charges (as opposed to fines) for the late return of borrowed items. Users who do not return borrowed items whose loan period has expired within a period set by the Library will be issued with a recorded-delivery notice specifying a final period of 14 days in which to return the item and informed of the legal repercussions of non-compliance with loan periods (paragraph 4 of this section).

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Reserving items

- (1) Users may reserve works that are in use by another reader, in order to borrow them or use them in the reading room.
- (2) The Library may limit the number of reservations submitted for the same item or by the same user.

V. Inter-library lending

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Inter-library loans from the Library

The Library makes its holdings available for inter-library lending in accordance with valid inter-library lending regulations.

VI. Other regulations

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Debarment from use of the Library

- (1) The Library may temporarily or permanently debar users who commit repeated or serious violations of these regulations, or with whom working relationships have irretrievably broken down due to particular circumstances, from use of the Library or exclude them from availing themselves of particular Library services. All obligations arising from Library membership remain in place after debarment or exclusion.
- (2) Where the user's conduct or violations of these regulations have been particularly serious, the Library reserves the right to inform other libraries of their debarment from use of the Library and the reasons for it, and to report any criminal acts committed to the appropriate authorities.

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Additional Regulation

The Institute reserves the right to issue implementation regulations to accompany these Regulations.

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Effective date of these Regulations

These Regulations are effective as of 1 January 2010, on which date the Regulations dated 1 January 2009 expired.