

Regulations for the Use of the Chemistry Library at the Endenich Site

Purpose

- (1) The Departmental Library of Chemistry at the Endenich site (hereafter referred to as the Library) is a central operating unit of the Chemistry Department. Together with the Bonn University and State Library (ULB), it ensures the supply of literature and information for research, teaching and study in chemistry.
- (2) The library is a reference library. Textbooks that can be borrowed are available in the textbook collection of the ULB - Departmental Library of Medicine, Natural Sciences and Agriculture (MNL).

Admission for use

The library supports the study, teaching and research activities of members of this university. Members and affiliates of the university are permitted to use the library. Other individuals and legal entities may be granted access upon application. Applications are decided upon by the library management.

Opening hours

Mon. - Thurs.: 9.00 - 17.00 h. Friday: 9.00 - 13.00 h

Fees

The use of the library is free of charge.

Use

- (1) The library's holdings are for reference use only.
- (2) The user takes the desired media from the shelves themselves. After use, and in any case before leaving the library, the media must be placed on the designated tables in front of the computer room.
- (3) CDs will be issued upon presentation of the library card or official identification.

Conduct in the library

- (1) In the interest of undisturbed use, all users must behave in a considerate manner, ensuring that no other person is harmed, endangered, obstructed or inconvenienced any more than is unavoidable.
- (2) Talking is not allowed in the reading room, nor is any other noise that could disturb others. Quiet conversation is permitted in the other library rooms.
- (3) Smoking, eating and drinking are not permitted. Pets are not allowed in the library.
- (4) Objects that could damage library property, such as overcoats, bags, folders, umbrellas and luggage, must be placed in the designated storage facilities (e.g. lockers).

- (5) Users may be checked to ensure that they are not carrying library property without authorisation.
- (6) Instructions given by library staff regarding the proper use of the library must be followed. You must present official identification upon request.

Lockers

- (1) Coin-operated lockers that return change are available for users to use in the library.
- (2) The lockers are intended for storing clothing, bags, work documents and similar items. Perishable food or substances that are hazardous to health may not be stored there. The library administration reserves the right to check lockers in the event of suspected misuse.
- (3) Lockers may only be used for one day at a time and must be vacated by closing time. By using the lockers, you agree that the library administration may open and clear the locker if it is not emptied by closing time. In this case, the deposit will be forfeited. Items found when a locker is emptied will be kept by the library administration for a maximum of two months, except for food, which must be destroyed. After this period has expired, the authorised persons' rights to these items shall expire.
- (4) In the event of a malfunction in the locking mechanism, the library staff must be notified. Users are liable for any damage caused by unauthorised intervention.
- (5) The loss of a key must be reported to library staff immediately. The user shall bear the costs incurred in connection with the loss of the key.
- (6) The library is not liable for any loss or damage to items placed in the lockers.

Use of the computer workstations and digital information services

- (1) The library provides computer workstations and Wi-Fi access. Access to the data network is limited to university students and employees who log in using their personal identification details.
- (2) The computer workstations must not be used for purposes unrelated to the library. This includes anything that interferes with the work of the library or its mission, or that violates legal regulations or good morals. In the event of high demand, use of the equipment may be time-limited.
- (3) Instructions for using the equipment, databases and internet services must be followed. Changes to system settings, network configurations and software are prohibited.
- (4) The user is liable for any damage caused by the manipulation or unauthorised use of the library's devices and media. Any defects in the equipment detected before or during use must be reported to library staff immediately.
- (5) The library accepts no responsibility for any damage incurred by users due to technical or other malfunctions of equipment or programmes.
- (6) In addition to the library's usage regulations, those of the university computer centre also apply.

Reproduction possibilities

- (1) Unless there are any factual or legal reasons not to, reproductions may be made from the library's holdings.
- (2) Public copying machines are available for users to use in the copying room.

- (3) A book scanner is also available for use in the library. Please ask the library staff to show you how to use it the first time you use it.

Provision of information

- (1) The librarian shall provide users with information about the library's holdings. They shall also assist users in the use of catalogues, bibliographic aids, reference works and databases.
- (2) Information from the library's holdings or databases can be provided, provided that the library's technical and personnel resources allow it. The library will not prepare bibliographies or similar compilations.

Leaving the university

Any member of the university who leaves must first fulfil all their obligations to the university libraries.

Restrictions on use, exclusion from use

- (1) Anyone who violates the Library Regulations may, depending on the severity of the violation, be excluded temporarily or permanently from using the library or certain services, at the library management's discretion. Any unfulfilled obligations arising from the usage relationship (e.g. claims for damages) will remain in effect.
- (2) An appeal against exclusion may be lodged in accordance with §§ 68 et seq. of the Administrative Court Code. An objection may be filed in writing or on the record with the rector of the university within four weeks.

Duty of Care and Compensation

- (1) All library media and furnishings are to be handled with care to protect them from damage and soiling. This also includes any kind of entry, such as markings and corrections, as well as bending of leaves, plates and maps.
- (2) Anyone who loses or damages the library's media, furnishings or other working materials must notify the library immediately and pay compensation.
- (3) The library shall determine the type and amount of compensation at its discretion. The user must then either restore the item to its former condition, procure an adequate replacement or pay monetary compensation within the timeframe set by the library. Alternatively, the library may procure a repair, replacement copy or reproduction itself, and claim reimbursement of the costs.

Observance of copyright

- (1) The user is responsible for observing copyright laws when using printed materials, other media, and digital information. They must also observe the licence conditions under which electronic information is made available.
- (2) If a third party makes a claim against the library due to infringement of copyright regulations, the user who caused the infringement must indemnify the library against all claims.