

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

### **Purpose**

- (1) The Departmental Library of Chemistry at the Endenich site (hereinafter referred to as the Library) is a central operating unit of the Chemistry Department which, together with the Bonn University and State Library (ULB), ensures the supply of literature and information for research, teaching and study in the subject of 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 serves the study, teaching and research of the members of this university. Members and affiliates of the university are admitted to use the library. Other individuals and legal entities may be admitted to use upon application. The library management decides on the application.

### **Opening hours**

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

### **Fees**

The use of the library is free of charge.

### **Use**

- (1) The library's holdings are available for reference use only.
- (2) The user takes the desired media from the shelves himself. After use, at the latest before leaving the library, the removed media are to be placed on the designated tables in front of the computer room.
- (3) CDs will be issued upon deposit of the library card or official identification.

### **Conduct within the library**

- (1) In the interest of undisturbed use, every user must show consideration and behave in such a way that no other person is harmed, endangered or obstructed or inconvenienced more than is unavoidable.
- (2) No talking is allowed in the reading room, nor is any disturbing noise allowed. Quiet talking is permitted in the other library rooms.
- (3) Smoking, eating and drinking are not permitted. Pets may not be brought into the library.
- (4) Objects that could be taken to or damage library property, in particular overclothes, bags, folders, umbrellas, luggage, etc., are to be placed in the facilities provided for this purpose (e.g., lockers).
- (5) Users may be checked to see if they are carrying library property without authorization.
- (6) Instructions given by library staff regarding proper use of the library must be followed. Official identification must be presented upon request of library staff.

### **Lockers**

- (1) Coin-operated lockers with money return are available to users in the library.
- (2) The lockers are for the storage of wardrobe, bags, work documents and similar materials. Perishable food or substances hazardous to health may not be stored there. The library administration is entitled to check lockers in case of suspected misuse.
- (3) The lockers may only be used for one day at a time and must be vacated by the time the library closes. Use includes the agreement that the locker may be opened and cleared by the library administration if it is not emptied by the time the library closes. In this case, the deposit will be forfeited. The items found when the locker is evacuated by force will be kept by the library administration for a maximum of two months, with the exception of foodstuffs, which must be destroyed. After the expiration of this period, the rights of the authorized persons to these items shall expire.
- (4) In case of malfunction of the locking mechanism, the library staff must be notified. The user is liable for any damage caused by unauthorized intervention.
- (5) The loss of a key must be reported to the library staff immediately. Costs incurred in connection with the loss of the key shall be borne by the user.
- (6) The library is not liable for 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 W-LAN access. Access to the data network is limited to students and employees of the University who log in with their personal identification data.
- (2) The computer workstations may not be used for non-library purposes. Non-library use is anything that interferes with the work and mission of the library, or that violates legal regulations or good morals. In case of high demand, the use of the equipment may be limited in time.
- (3) Instructions for the use of the equipment, databases and Internet services must be followed. It is prohibited to make changes to the system settings, network configurations and software.
- (4) The user is liable for damages caused by manipulation or other unauthorized use of the library's devices and media. Defects in the equipment detected before and during use must be reported to the library staff immediately.
- (5) The library assumes no liability for damages incurred by a user due to technical or other malfunctions of equipment or programs.
- (6) In addition to the library's usage regulations, the relevant regulations of the university computer center apply.

### **Reproduction possibilities**

- (1) Unless there are factual or legal reasons to the contrary, reproductions may be made from the library's holdings.
- (2) Public copying machines are available to users in the copying room.

### **Provision of information**

- (1) The librarian shall provide users with information about the library's holdings. In addition, he/she shall assist in the use of catalogs, bibliographic aids, reference works and databases.
- (2) Information from the library's holdings or from databases can be provided as far as technical and personnel conditions of the library allow. Bibliographies or similar compilations will not be prepared.

### **Leaving the university**

Any member of the University who leaves the University must first honor all obligations to the libraries of the University of Bonn.

### **Restrictions on use, exclusion from use**

- (1) Anyone who violates the Library Regulations may, depending on the severity of the violation, be temporarily or permanently excluded from use or from certain types of use by the library management. Unfulfilled obligations arising from the usage relationship (e.g. claims for damages) remain in effect.
- (2) An appeal may be lodged against the exclusion in accordance with §§ 68 ff. Administrative Court Code, an objection may be filed with the Rector of the University in writing or on record within a period of 4 weeks.

### **Duty of Care and Compensation**

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

### **Observance of copyrights**

- (1) The user is responsible for observing existing copyrights when using printed materials, other media and digital information. The license conditions under which electronic information is made available must be observed.
- (2) If a claim is made against the library by a third party due to infringement of copyright regulations, the user causing the infringement is obliged to indemnify the library against all claims.