

Library Rules

§ 1 Library Scope and Purpose

The Campus-Bibliothek für Informatik und Mathematik is the joint library of the Max Planck Institute for Informatics (MPI-INF), the Max Planck Institute for Software Systems (MPI-SWS), the German Research Center for Artificial Intelligence (DFKI) and the Saarland University departments of Computer Science, Mathematics and Language Science and Technology. Its purpose is research, instruction, study, and information.

§ 2 Opening Hours

The library's opening hours shall be posted in writing at the library's entrance.

§ 3 Library Use

The following persons are permitted to use the library:

- employees, scholarship/grant recipients, students, and guests of the participating institutes and Saarland University
- other natural persons to the extent that space is available and unless use is denied for organizational reasons

Library access may be subject to an identification requirement, i.e., the presentation of a student ID card or a personal ID card/passport. The library is entitled to request and retain the names and addresses of its users. Minors require the written consent of a parent or legal guardian. Use of the library constitutes acknowledgement and acceptance of these Library Rules.

§ 4 Borrowing and Access

§ 4a Borrowing

Only eligible persons may borrow media materials and use the interlibrary loan service.

The request for borrowing privileges must be submitted in writing.

The following persons are eligible to borrow:

- professors, emeriti, retired or co-opted professors employees, scholarship/grant recipients, all students of the participating institutes and Saarland University
- guests at the participating institutes as well as in the departments of mathematics and computer science at Saarland University, with the approval of the host institution

The library has the right to temporarily store and process, in automated form, data that is related to the loan process. The library is obliged, upon request and at any time, to reveal to the user in written form the personal data concerning him/her.

§ 4b Access

On separate request, access to the library may be granted outside regular opening hours for professors, employees, and PhD students of the departments of mathematics and computer science at Saarland University and the participating institutes.

§ 5 User Fees

The use of the library and its resources is free of charge.

The library reserves the right, however, to charge fines for overdue books and materials, or to demand reimbursement to the amount of fair value in case of damage or loss of library property.

Costs and expenses for special library services, like the making of photocopies, shall be announced separately.

§ 6 Code of Conduct

1 The user is obliged to treat all library property with care and behave appropriately on the library premises.

2 The user is obliged to comply with the Library Rules and with the instructions of the library staff.

3 It is not permitted to take jackets, bags, backpacks, etc. into the library.

4 The user is obliged to report any changes to personal information (address, name, etc.) to the library.

5 The user is obliged to observe all copyright and licensing restrictions. Should the user violate the copyright of a third party, he/she is obliged to indemnify the library fully against all claims for damages.

§ 7 Liability

The library is not liable for the loss or damage of personal property.

The library is not liable for items on coat racks or the content of lockers.

The library is not liable for damages caused by incorrect, incomplete or delayed services.

The library is not liable for damage to data storage devices caused by viruses or technical defects in equipment.

§ 8 Borrowing Conditions

Library materials can be borrowed by the persons specified in § 4 above, with the exception of:

- the non-circulation collection
- materials specifically marked as excluded from borrowing
- materials restricted for copyright reasons

The library reserves the right to limit the number of materials borrowed by a user at any one time. The borrowed materials may not be disclosed to third parties.

§ 9 Loan Periods

The exact loan periods governing the circulation of library materials shall be posted separately. The library reserves the right to demand the premature return of materials without stating reasons.

§ 10 Interlibrary Loan

Provided that the resources are available, the library participates in an interlibrary loan service.

§ 11 Overdue Notices

If a loan period is exceeded without the request for an extension, or the library's request for the return of material is not heeded, the user will receive a written overdue notice and, if applicable, an overdue fee. The fee schedule shall be posted separately.

§ 12 Exclusion from Use

The library reserves the right to permanently or temporarily exclude users from borrowing should they repeatedly or seriously violate the provisions of the Library Rules. The exclusion from use of the library does not relieve a user of his/her obligations arising from prior use of these services, materials, and facilities.

§ 13 Data Protection

The data provided upon registration will be stored and processed by the the Campus-Bibliothek für Informatik und Mathematik in Saarbrücken solely for the purposes of user administration, lending, notifications relevant to lending, and as authentication for the use of library services. A transfer of the data to third parties will not take place. Personal data will be deleted no later than 4 weeks after the end of the authorized period of use.

The library software provider is allowed temporary access to library data, including personal user data, for maintenance and service. This takes place within the framework of a DS-VGO-compliant service contract and only if it is absolutely necessary to be able to successfully carry out the maintenance or service.

The following rights apply in general for a data subject whose personal data is collected in the context of the above-mentioned services, insofar as statutory exceptions do not apply in individual cases:

- Information (DS-GVO Article 15)
- Correction (GDPR Article 16)
- Deletion (GDPR Article 17, Section 1)
- Restriction of processing (GDPR Article 18)
- Data portability (DS-GVO Article 20)
- Objection to processing (GDPR Article 21)
- Withdrawal of consent (DS-GVO Article 7, Section 3)
- Right of appeal to the competent supervisory authority (DS-GVO Article 77)

Furthermore, the privacy policy applies in the version provided on the library homepage:
<http://www.infomath-bib.de/de/service/bibordnung.shtml>

§ 14 Effective Date

These Library Rules shall be effective as of April 1, 2014.
Changed: August 1, 2018