

Library Rules

§1 Library Tasks

The joint library of the Max-Planck-Institute for Computer Science, Saarbruecken, and the Departments of Computer Science and Mathematics of the University of Saarland, the Campus Library for Computer Science, is a reference library with the aim of promoting research, teaching and studies and providing information.

§2 Opening Hours

will be made public in writing.

§3 Using the Library Rooms

Authorized library users are:

- employees, students and guests of the participating institutes
- members of the University of Saarland
- other individuals, in so far as space and organization allows this.

Admittance can be subject to presenting a student card or identity card/passport. The Library is authorized to ask for details such as user's name and current address and to store the information in order to secure the library stock. Children under the age of 18 have to present a letter of consent from a legal guardian. Users acknowledge the library regulations once they make use of library facilities.

§4 Borrowing and Access to the Library

Persons who want to borrow library items or want to make use of inter-library loan facilities need to be eligible. Eligible are:

- professors as well as professors emeritus of the participating institutes, professors of the co-opted institutes
- PostDocs, PhD students as well as PhD candidates
- students after having registered their diploma or master thesis
- administrative staff (incl. secretary staff) of the participating institutes
- guests as far as their hosts support the application
- authorized persons or employees supervising lectures.

Students and external users may take out books overnight.

Permission has to be applied for in writing.

The Library is authorized to automatically store and process data in connection with the ordering and borrowing of library items. At the user's request the Library is obliged to produce a complete printout of the user's data at any time.

Persons eligible to use the library are professors, professors emeritus, PostDocs, PhD students, PhD candidates, guests at the request of their hosts, administrative staff of the participating institutes as well as employees supervising lectures for the lecture period.

§5 Fees

In general the use of the library is free of charge. The Library reserves the right to charge fines if items are not returned by the due date or to charge the full replacement costs if library materials are lost or damaged. Costs and fees for making copies by the library staff as well as for special services are announced by separate notice.

§6 Rules of Conduct

1. The users are obliged to treat the library property with respect.
2. The users are obliged to keep the library rules and to comply with the reasonable requests of any member of the library staff.
3. Disturbances are to be avoided in all library rooms. Smoking, eating and drinking is not permitted.
4. Carrying of jackets, bags, rucksacks, etc. is not permitted.
5. Changes of personal data (address, name, etc.) have to be reported to the Library.
6. The copyright and licensing regulations have to be observed by the users. Should a user violate the copyright of a third person and should the Library receive a claim for damages, the user is obliged to indemnify the Library for these claims.

§7 Disclaimer

The Library assumes no responsibility for the loss or damage of personal items brought into the library. The Library assumes no responsibility for any loss or theft of property in the cloakroom.

The Library assumes no responsibility for damages caused by incorrect, incomplete or delayed services.

The Library assumes no responsibility for damages to data carriers caused by viruses or technical defects in equipment.

§8 Borrowing regulations

In general the persons mentioned under §4 are allowed to borrow any library item. Excluded are:

- works of reference
- items that have a special marking
- items that cannot be borrowed for copyright reasons.

The Library reserves the right to limit the number of items borrowed concurrently by one person. The borrowed items may not be passed on to third persons.

§9 Returning of books and loan periods

The exact loan periods and regulations on returning books are made public by separate notice. The Library reserves the right to recall books ahead of time.

§10 Interlibrary Loan Service

As far as possible the Library offers an interlibrary loan service.

§11 Reminders and fines

Users who exceed the loan period without having applied for extension in time or who do not return the library material on request will be reminded in writing and may be liable to pay costs. Further details of this procedure are made public by separate notice.

§12 Exclusion from use of the library

The Library reserves the right to exclude users permanently or temporarily from borrowing when they repeatedly or seriously violate the library rules. Exclusion from the library does not relieve the user from his/her obligations resulting from the use of the library.

§13 Coming into force

The library rules come into force on April 1st, 2004.