

**Notifications**

**FU Berlin**

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**Notices**

Instructions applicable within the Biology Department Library of the faculty Biology, Chemistry, Pharmacy of Freie Universität Berlin

Legality

This document is an unofficial translation intended only to assist foreign students in making use of the library facilities and has no standing as a legal document in the context of legal proceedings.

## **FU Notifications**

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Proclamations

Due to § 14 paragraph 1. No.

By virtue of section 14, paragraph 1 no. 1 and of the Partial Basic Regulations (Teilordnung) dated October 27, 1998 (FU Memoranda No. 24/1998) the faculty council of the Department of Biology, Chemistry, Pharmacy of Freie Universität issued the following user regulations on July 19, 2006 for the Biology Department Library of the faculty Biology, Chemistry, Pharmacy.

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#### **A. General Regulations**

##### **§ 1**

###### **Area of validity**

(1) This user regulation applies to the Biology Department of the faculty Biology, Chemistry, Pharmacy of Freie Universität Berlin, which is structurally an organizationally part of the library of the central facility Botanical Garden and Botanical Museum Berlin, Dahlem. (ZE BGBM)

(2) The user regulations are displayed in the library

##### **§ 2**

###### **Legality of the user conditions**

The relationship between the Biology Department Library of Freie Universität Berlin and its users is governed by public law.

##### **§ 3**

###### **Authorization of use**

(1) The Biology Department Library's primary purpose is the study, teaching and the research of the members of Freie Universität Berlin. Members from other universities in Berlin or Brandenburg and Brandenburg's Universities are applied sciences, as well as people of at least 16 years of age can be permitted to use the library. This permission can be made dependent on proof of a scientific or business purpose and is dependent the availability of an adequate number of places. The prerequisite and availability for using the library is the acceptance of the user regulations. Acceptance is acknowledged by signature or by use of the library.

(2) The information facilities and the publicly accessible archives of the library can be used by anyone over the age of 16 without a user ID. This also includes the use of the literature located in the reading room of the reference library on-site use of particular media and the use of certain services can be made dependent on the deposition of an official identity document with a photograph. A time limit can be put on the use of very popular media units or technical equipment in the interest of all users. Personal access for people not mentioned in § 3, section 4 to the restricted open access magazines lies within the jurisdiction of the staff of the library. Additionally, such access requires instruction on how to use the library by the library staff and user names must be recorded.

Use of certain IT-services in the library requires special access authorization.

(3) University teachers and academic employees of the Institute for Biology employed by Freie Universität Berlin have access to the stocks of the Biology Department Library in the Botanical Museum also outside the published opening times. Access is granted by means of a personal transponder for operating the electronic locking system. Personnel in external funding positions can receive a transponder via a request from their team leader. The transponder may not be passed on and must be returned to the library within 4 weeks of the termination of the user's period of employment.

(4) Items may be borrowed by scientific associates of the Institute for Biology, who are employed by Freie Universität Berlin, as well as by scientific members of the ZE BGBM who have a full time position at Freie Universität. External funding employees can borrow items for a limited period of time following a written request from the team leader. This also applies to doctoral students, to diploma and state examination students and those who have been accepted for their bachelor and master thesis.

#### **§ 4**

##### **Opening times**

The opening times are defined and announced by a means of a notice posted by the Biology Department Library in agreement with the library of the central facility Botanical Garden and Botanical Museum Berlin-Dahlem (ZE BGBM) after consultation with the head of the library building and the representative of the library of the Institute for Biology.

#### **§ 5**

##### **User obligations**

(1) The library material and all technical equipment and facilities must be looked after carefully and must be protected from damage. It is strictly forbidden to mark or underline passages in the literature or to make notes in the margins or other entries or to trace maps or images. Users are personally liable for any damage to library equipment and media caused by improper use.

(2) With the handing over of library material users are obliged to ascertain its undamaged and proper condition. Damage or missing attachments are to be reported to the library personnel. Users are not permitted to repair damages themselves or to have repairs done.

(3) Users must immediately report the loss of any item issued to them.

(4) Copyright protected material may only be reproduced for the user's own use. Responsibility for adherence to the laws of copyright and the right to privacy, as well as adherence to licensing terms lies with the user.

(5) Right of access to the use of certain informatics services is not transferable. Users are liable for any damage caused by passing on the right of access to a third party.

(6) Alterations to workplace- and network configurations of the IT-workplace and the repair of technical problems by users are strictly prohibited. Also prohibited are the installation of programmes from data transfer units brought in by users or downloaded from the network. The manipulation of files and programmes belonging to the library or to third parties and the use of protected data.

(7) Users are liable for damages caused by improper use of the equipment and media material belonging to the library.

(8) Users commit to adherence to statutory regulations, especially those pertaining to criminal law and the Juveniles Protection Act. Additionally, they commit to not using or distributing unlawful or otherwise violent, pornographic nor discriminating information or illustrations at the workplace.

(9) Library personnel are empowered to instruct users regarding adherence to the directions for users, which have to be followed.

(10) Library personnel can require users to present an official ID, particularly in the event of gross violation of the directions for users. Before entering or leaving controlled access areas users can be required to reveal the content of briefcases, handbags and similar items.

(11) Library personnel are empowered to clear lockers not emptied within the specified period. Items removed will be treated as lost property. Literature which is the property of other libraries or public collections will be returned to the owners.

## **§ 6**

### **Liability of the Libraries and use of lockers**

(1) Freie Universität accepts liability for damage resulting in injury to life, body or health, caused either intentionally or by negligence on the part of employees of the Freie Universität. In respect of other forms of damage the university is only liable in cases of intentional or negligent actions on the part of library employees.

(2) Beyond the scope of paragraph 1, Freie Universität accepts no liability. This applies particularly to non-intentional and non-negligent material damage, financial losses or immaterial damages caused:

- by incorrect, incomplete, failed or temporarily delayed services.
- by using the library's working places and its media units.
- by misuse of data by third parties resulting from inadequate data protection on the internet
- by the violation of copyright or contractual obligations of internet service providers (e. g. financial losses resulting from ordering or the use of fee-based services.)
- by inferior functionality of the library's hard- and software or inferior availability of the position's basic information and media units.
- by loss of valuables and other items brought to the library by the user.

(3) The use of lockers for storing money, valuables or other items beyond a total value of more than 1.000 € is prohibited. Freie Universität is only liable within the boundaries of permissible use in respect of intent and gross negligence. Sentences 1 and 2 also apply to valuables and other items accepted for safekeeping.

## **§ 7**

### **Data processing, Data protection**

(1) Agreement to store the email-addresses, as also the fax and telephone numbers of users must be in writing.

When such agreement has been established all automated correspondence between the library and users will be via email. Entering or changing the email-address in the online-catalogue by a user will also be regarded as approval of the saving and use of the email-address for correspondence. Users are informed accordingly in the online-catalogue.

(2) A relocation notice for an item with information about the user must only be placed by the user or a representative, or by a library staff member but only following prior written consent of the user. The declaration of consent is kept together with the user's lending forms.

(3) Information about a user may only be released following prior written approval of the user.

(4) Data processing in the libraries may only be carried out in accordance with the relevant statutory data protection regulations.

## **§ 8**

### **Exclusion from the libraries**

(1) Users can be excluded from access to the libraries either temporarily or completely if they exceeded the loan period, fail to return borrowed literature despite requests, fail to pay incurred costs, remunerations or fees, illegally remove items or parts thereof from the library, fail to respond to instructions from the library personnel, insult the staff or in any other way grossly violate the directions for users.

(2) If exclusion has been preceded by a warning, a demand or similar, the user will be informed of the possibility of exclusion.

(3) In cases of serious violation of the directions for users the Präsidium of Freie Universität Berlin is authorized to withdraw the right of access to the library either temporarily or permanently following prior warning.

(4) The withdrawal of the right of access or to borrowing may be lifted, should users have fulfilled their commitments and there are no grounds to assume that they will not fulfill them in the future.

B. Use within the library

## **§ 9**

### **Reference Library**

(1) The Biology Department Library is a reference library with limited lending.

(2) Borrowing for use at work places is restricted to parities defined in § 3 paragraph 4 and is also possible outside the opening times at any time.

(3) Items in handsets and at special locations in the library must be available for referential use.

(4) Items from the reading room of the Biology Department Library may only be removed for the duration of a lecture to a lecturer from the Institute of Biology and the ZE BGBM.

## **§ 10**

### **Behaviour in the Libraries**

(1) Users must refrain from doing anything that disturbs the normal operational processes in the library. It is forbidden to take outdoor clothing, umbrellas, gags of all kinds and similar containers or food into the library and its affiliated areas.

(2) In the common interest of all users utmost possible degree of silence must be maintained in the library, especially in the reading room. Any behavior that disturbs or complicates working activities is

prohibited. This applies especially to smartphones or similar devices, smoking and eating and drinking. Use of a personal notebook in the library is permitted.

(3) It is forbidden to remove any sheets from the loose-leaf-collections or folders or cards from the catalogues. Catalogue-microfiches may not be removed from the areas the devices are located in. Copying of words that were published before 1890 is strictly forbidden.

(4) In respect of the It-workplaces users must adhere strictly to the time-and programm-related directions for users.

(5) Books, magazines and similar items brought in by the users must be presented unsolicited at the entrance control point. Thereafter, any resultant control sheets are to be kept in a safe place. When leaving the control area users must present the relevant books, magazines and similar items, as well as the control sheets voluntarily.

(6) A limited number of lockers are available for storing bags, books, and non-perishable and non-dangerous materials. They may only be used up until closing time of the library on any given day.

(7) Courses should not be held in any of the library rooms unless these courses are directly linked to the book collection therein.

#### **C. Usage outside the library premises.**

### **§ 11**

#### **User authorization**

In accordance with § 3 paragraph 4 an ID card or passport serves as user authorization.

### **§ 12**

#### **General lending conditions**

(1) As a rule, authorized users borrow in accordance with § 3 paragraph 4 and are therefore not restricted to the library opening times.

(2) In order to borrow the user must complete a library ticket by entering full name, postal address, team leader (not necessary in this case), title and signature. Entries must be clearly legible and complete.

(3) Should a user require library personnel to enter the details on their tickets, the user must check the accuracy of the media unit and order personally.

(4) The borrowed literature must remain at the work place used by the borrower. Should the library personnel need the borrowed item even for a short period, and even if the borrower is not present, the borrowed item must be accessible and readily visible.

(5) The transfer of borrowed material to third parties is not permitted. The user who borrowed the items is liable in every instance.

(6) Borrowed microfiche, videos, CDs, diskettes and recordings must only be used on standard devices with strict adherence to the manufacturer's instruction for use.

(7) Borrowed items may only be taken on journeys with the express prior permission of the library.

### **§ 13**

#### **Lending Period**

- (1) The lending period for monographies is four weeks and a maximum of 2 working days (short term loan) for bound journals.
- (2) Disabled users can apply for a lending period of six weeks.
- (3) The library can ask for the return of a borrowed item at any time for official reasons.

### **§ 14**

#### **Return**

- (1) Users must return borrowed items unbidden on the day of expiration of the lending period at the latest or extend the lending period. In case of doubt users must provide proof of return.
- (2) Users returning borrowed items may on request receive a receipt for the return. The receipt can be replaced by the return of the library ticket.
- (3) If borrowed items are returned by post, the consignment must include the address of the shipper and a list of content and must be sent by registered mail and adequately insured.

### **§ 15**

#### **Reservation**

Items can be reserved informally. Disabled users can ask for longer reservation periods.

### **§ 16**

#### **Extension of the lending period**

The lending period for unreserved monographs can be extended informally.

### **§ 17**

#### **Replacement**

- (1) Items which have not been returned after three reminders, will be replaced at the expense of the user, despite the ongoing liability to return. Processing charges commensurate with valid schedule of fees applicable to the libraries of Freie Universität Berlin will be levied to cover the replacement.
- (2) Users must replace lost items immediately with a copy of the same edition and quality even if not personally responsible for the loss. Should the user fail to replace the item the replacement will be undertaken by the library at the expenses of the user. Processing charges commensurate with valide schedule of fees applicable to the libraries of Freie Universität Berlin will be levied o cover the replacement. Should the replacement not be possible a charge commensurate with the statutory provisions will be levied.
- (3) Items returned in damaged condition are subject to the provisions of paragraphs 1 and 2 above.

### **§ 18**

#### **Lending to other libraries**

The library inventory is available for regional, national and international lending as laid down in the Code of Lending.



## **§ 19**

### **Borrowing from other libraries**

Freie Universität Berlin is empowered by the Code of Lending to obtain items not held in the university library, from regional, national and international libraries. The details for the procedure are managed by the university library.

### **E. Exceptions**

## **§ 20**

### **Special circumstances**

(1) Lending of library items for exhibitions for editing or the preparation of facsimiles or for reprint copying is possible via special lending contacts.

(2) Permanent lending to specific locations within the Biology Department Library is possible.

### **F. Final regulations**

## **§ 20**

### **Implementation**

This regulation comes into effect on the day of its publication in the Notices (Official Journal of Freie Universität Berlin.) The General Conditions for Access to the libraries of the Biology Faculty of Freie Universität Berlin dated 27 June 1994 (FU-Notification No. 16/1994) become invalid at the same time for the libraries of the biological faculty of Freie Universität Berlin ceases to be in force.