



Zuse Institute Berlin (ZIB) / Library

Library regulations

April 15th 1997, as of January 2015 corr. March 2022

Preliminary remark

The following library regulations describe the legal framework for interaction between the user and the library. These regulations are necessary and exist in every library.

The library is first and foremost an institutional library. The main function is the acquisition and supply of any kind of literature or media for all employees, up to and including visiting scientists and scholarship holders.

In addition, it is open to the general public by appointment as a reference library. External readers please register by telephone or e-mail. Use may be restricted or excluded at any time. Lending of monographs to persons or institutions outside the institute is possible in exceptional cases - especially within the framework of cooperation agreements.

1. Shelving

The shelving offers a subject oriented overview over the whole collection. You should therefore make sure to adhere to the system when you take books out and reshelve them. The location of a book is indicated on the spine label and is made up of the subject field and the first three letters which enable the placement in alphabetical order within the subject field.

Electronic Journals licensed by the library can be searched via the journal database [EZB](#).

Annual reports and reports of the ZIB can be found in electronic form [here](#).

2. Loan

Borrowed monographs are only intended for personal, official in-house use. Both monograph and periodical collection are indexed via an [online catalogue](#).

Unbound single issues of journals are reference stock and cannot be borrowed. A copy and scan facility is available.

To borrow a book, please take the red card out of the book and write down both your name and the date on the reverse side. Place the card into the correspondingly labeled tray and the library staff will take care of everything else.

Do not give borrowed books to colleagues without control, but inform the library by e-mail or in person. In particular, please do not take borrowed books home. This is the only way to ensure that your colleagues can quickly find and use a book when needed.

3. Returns

Please place monographs or bound periodicals you want to return into the correspondingly labeled tray. The library staff will take care of everything else.

There is a revision of the collection at regular intervals.

4. General terms of use

The user is obligated to treat the borrowed or utilized literature with care. Please notify library staff instantly of damage or loss, so that the item can be replaced if necessary.

The user is responsible for observing existing copyrights in the context of reproduction, as well as for complying with legal regulations when using the WWW from computers within the library. In this context, we expressly point out that the use of paid electronic journals is subject to special regulations. WWW pages with pornographic or extremist content may not be accessed.

5. Acquisition of literature and special regulations

Books that are not available in the collection can be provided for ZIB staff on demand.

You can also ask the library staff for help with hard to find literature (journal articles, grey literature etc.) or research in databases.

Manuals for the in-house installed appliances and software that were provided by the supplying companies are not managed in the library.