



Zuse Institute Berlin (ZIB) / Library

Library regulations

April 15th 1997, as of January 2015 corr. January 2016

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. ZIB staff has access to the library at all times and the option to borrow books.

It is usually open as a reference library for the general public from Monday to Thursday. External users should get in touch via phone or e-mail in advance. Use of the library can be restricted or prohibited at any time. In some cases, especially within the scope of cooperation agreements, extramural loan of monographs is possible for non-ZIB staff or other institutions.

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.

Bound periodicals are placed in alphabetical order. Electronic Journals licensed by the library can be searched via the journal database [EZB](#).

Annual reports and ZIB-Reports are shelved separately in the periodical section of the library. Electronic versions of ZIB publications can be found [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 periodicals are part of the reference collection and not available for loan. There is a device for printing, copying and scanning.

Bound periodicals have a restricted loan period of two weeks at the most.

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. Afterwards you can find the red shelf dummy cards, which indicate the borrower, in place of the borrowed books in the collection.

Borrowed books shouldn't be just passed on among colleagues: please fill in the shelf dummy card again and leave it in the tray or write an Email to the Library.

Borrowed books should only be used on the premises to ensure that your colleagues can swiftly locate and use a book if they need it.

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 not to violate German Copyright law when it comes to reproduction and to follow the provisions of law using the WWW on computers in the library. In this context we point out explicitly that the use of fee-based electronic journals is subject to specific regulations. It is not allowed to access websites with pornographic or extremist content.

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.