

## **Library Regulations**

### **The Governance School Foundation Library**

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#### **(§ 1) Goals and Tasks of the Library**

The Governance-School Foundation Library is an interdisciplinary information centre, providing a vast stock of printed, audio-visual and digital materials related to civil society, philanthropy and the nonprofit sector. The library provides vital information services necessary for study, teaching, research, and policy advisement conducted by the HUMBOLDT-VIADRINA School of Governance and the Berlin Civil Society Center.

The library's principle goal is to meet the organizational and infrastructural conditions required for creating a permanent, stable and reliable information supply.

#### **(§ 2) Rights of Use**

Use of library facilities is available for all those belonging to the HUMBOLDT-VIADRINA School of Governance and the Berlin Civil Society Center (professors, academic colleagues, PhD students, matriculated and visiting students and teachers, as well as all other employees of the two organisations). Outside parties are generally also permitted to use the library's printed, audio-visual and digital collection, free of charge.

The library's entire printed, audio-visual, and electronic collection as well as its information facilities can be used without a special pass.

#### **(§ 3) Behaviour in the Library**

Every library user is expected to behave respectfully towards other library users, the library's collection as well as to their own personal effects. Every user is expected to behave in such a way so as not to prohibit any other library patron from peacefully conducting their own research or work.

The wearing of coats, jackets, or other similar clothing items is strictly prohibited.

Smoking is forbidden in the library as well as in the entire building. Bringing and consuming food in the library is forbidden. Drinking water may be brought in a seal-top container.

The library requires that quiet and calm be maintained; small group work is permitted upon request, so long as the noise is kept to an appropriate level and all library behavioural rules are followed. The use of mobile telephones and other similar technologies is permitted only in the hallway outside of the library.

Workstations may be reserved for all library patrons upon request. A workstation may only be left unattended for up to 90 minutes.

All users are obligated to meet these terms of conduct when using the library and interacting with library personnel. Users will be held responsible for any damage that results from non-compliance with these regulations.

#### **(§ 4) Hours**

Upon agreement: Mo, Tues, Thurs, Fr: 9.00 – 15.30 o'clock  
Wed.: 12.00 – 18.00 o'clock

#### **(§ 5) Use of the Collection**

The library collection is normally only available for users to read within the premises of the library itself; borrowing of library materials is only possible for employees and staff of the HUMBOLDT-VIADRINA School of Governance and the Berlin Civil Society Center (max. 5 items, max. 1 week). Students of the HUMBOLDT-VIADRINA School of Governance and project staff at the Berlin Civil Society Center are allowed to borrow materials for use in a seminar room outside of the library, only until 6pm on weekdays.

Following use, all media materials should be immediately deposited (at the latest by the end of the workday) on the library table in Room 13.

For Masters and PhD students working on their thesis/dissertation, it is possible to reserve a cubby in the library where up to 10 books can be stored; the leaving of journals, loose-leaf pages, directories, or audio-visual and digital media in these cubbies is not permitted. If the books in the cubby appear to be unused after a sustained period of time, the cubby will be closed.

Library users are expected to act carefully with digital media so as to protect library materials. If media is in some way damaged, dirtied, or stolen, the library patron is expected to replace it. Compensation costs will equal the cost of replacement. Upon damage to any library materials, is the user obliged to contact library personnel.

#### **(§ 6) Copying Material**

Patrons may borrow material for copy to return on the same day, upon leaving an identification card with library personnel. Observance of copyright law is the responsibility of the user.

#### **(§ 7) Measures to Comply with Terms of Use**

Library management reserves the right to issue sanctions against users who fail to comply with terms of use, including the prohibition of further use of the library. Upon continual grave non-compliance with library rules, the management of the HUMBOLDT-VIADRINA School of Governance will be consulted.

#### **(§ 8) Control Rights**

In order to protect the security of the library collection, including its audio-visual and digital media, library employees are permitted to ask users to demonstrate the contents of their bags upon exiting the library.

### **(§ 9) Recognition of Use**

Patrons are expected to be aware of the library terms of use in their updated form.

### **(§ 10) Disclaimer**

The library is not responsible for harm that comes as the result of inaccurate, incomplete, omitted or delayed use of the library collection and information services. Furthermore, the library is not responsible for the loss or damage of any items that a library patron has brought with them.

### **(§ 11) Severability Cause**

Should any of the items in this clause prove invalid or create a gap in the general order of the terms of use, the validity of the other regulations remains uncompromised.

### **(§ 12) Coming into Effect**

These terms of use take effect on 20. August 2007.

### **Through:**

Bernhard Matzak, M.A. (Head Librarian)

Marion Schulze (CEO)

Berlin, 20 February 2009