



User Regulations for the Library

Max-Planck-Instituts für Biogeochemie & the Max Planck Institute for Chemical Ecology

1. General Policy

The library is a service facility for both institutes, the Max Planck Institute for Biogeochemistry (BGC) and the Max Planck Institute for Chemical Ecology (CE). According to the diverse research fields, the library provides scientific literature, bibliographic and bibliometric information, e-journals, e-books and data base portals. Furthermore, the scientific publications of both institutes are collected, archived, and made available to the users.

The user regulations are valid for all user groups; they are available on the library homepage and also in the intranet of the MPI for Biogeochemistry as an addendum to the institute's regulations. Print versions are on display for inspection in the library. The exceptions of the library regulations valid for certain user groups are attached to the regulations.

By receiving a library membership and using the library services – in person and virtually, you are hereby accepting the user regulations.

2. Access

Access to the library is given to the following user groups:

Employees of both institutes

External users (with restricted access)

3. Opening hours

The institutes' employees have access to the library 24 hours, 7 days the week.

External users are granted access according to prior agreement with the library team.

8. Interlibrary loan

Copies or originals of literature not available in the Institute's library may be ordered via national or international library loan within the framework of the applicable regulations, in particular the lending regulations. The user will be informed as soon as the article has arrived. For interlibrary loan the rules and especially the loan period of the delivering library apply, all other user regulations are valid. An extension of the loan period or an application for a special authorization is only possible via the local Max Planck library.

9. Document Delivery Services

Journal articles not available via the library collection may be procured via interlibrary loan by the library team. In very urgent cases it is possible to use the document delivery service SUBITO.

To coordinate the supply, Subito orders are managed centrally by the library.

10. Downloading and copying

Copies and downloads are subject to copyright to which the user is obliged. External users have to pay for copies and prints.

11. Free deposit copy / Announcement of publications

The library maintains the publication lists of both institutes. All new publications must be communicated to the library as early as possible to ensure that entries into the publication data base can be fulfilled in time. The pdf document or a print copy should be submitted.

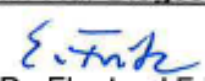
A free copy (pdf version) of Diploma or PhD thesis, written at the Institute must be delivered to the library.

Regulations approved on June 11, 2018

MPI für chemische Ökologie


Dr. Karin Groten
Research coordinator

MPI für Biogeochemie


Dr. Eberhard Fritz
Research coordinator

BGC members receive an entrance chip for free and sign for its receipt. The chip has to be returned to the library when leaving the institute.

New members get an invitation to a library introduction; taking part in a library introduction is mandatory.

5.3 External Users

External users have to register with the library. Based on an identity card some personal data are collected (see 5.2). External users will receive the user regulations for approval.

5. Deregistration

Deregistering is done on the basis of the circulation slip. All users have to return loaned material. BGC members have to give back the chip for the library entrance.

When all material has been returned the circulation slip is signed and the user account will be deactivated.

If desired, the former user may be accepted as external user.

7. Loaning

Loaning of library material is done via self-helpdesk or with the help of the library staff. The loan period is usually 8 weeks. In special cases, for example when a note is made by another user, the loan period may be shortened.

Extension of the loan period is possible. If asked return the material, the items have to be returned without delay (for example for inventory taking).

You may reserve checked out items and will be informed as soon as the item is ready to be picked up.

In well-founded cases it is possible to get an item as a permanent loan for your work place.

Damaged or lost items have to be replaced by the user. If an item is passed to a third person, the library has to be informed immediately.

Single reference copies are not allowed to be loaned.

4. Library loans

Only institute members with a valid library membership card are allowed to loan library material.

5. Registration

5.1 All users obtain a library membership card when registering.

5.2 Employees

Registration of a new member is based on the circulation slip (*Laufzettel*) handed out to the employee with the contract. Name, status, working group and e-mail address are recorded.

Storage of personal data

According to the EU data protection regulation (EU-DSGVO) we hereby inform you about the storage of personal data: For the operation of the library system Aleph and the Vufind platform it is required, to temporarily store personal data. The data are

5.2.1. Mandatory information: First and last name, e-mail address.

Added by staff: library card number, user status, department or workgroup

Added by the system: date of admission, expiration and change of the usage relationship.

At computer-based workstations within the library: library card number, IP address.

When using online services via data networks: if necessary library card number, IP address

5.2.2. Usage data:

Order, preregistration-loan, extension and return dates, Number of extensions or reminders, blocking and exclusion notices.

At computer-aided workstations within the library: time and duration of use.

When using online services via data networks: Time and duration of use.

The library may process the collected data to provide services to the user.

5.2.3. Correction, deletion and restriction of processing shall be subject to the conditions laid down in Articles 16-19 DS-GVO.

On the web pages of the library (homepage and other web services) data are collected and stored with the help of cookies for marketing and optimization purposes of the web pages. The data collected with the technologies used are not used to personally identify the visitor to this website or to combine them with other personal data about the bearer of the pseudonym.

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Annex

Special regulations in addition to the user regulations of the library of the Max Planck Institute for Biogeochemistry and the Max Planck Institute for Chemical Ecology

a) External users

External users are allowed to use the library stock after consulting the library team. They may use documents offered on the library web page (e-journals). Interlibrary loans and ordering literature via SUBITO is not possible.

b) Max Planck Institute for Biogeochemistry: Special rule concerning student helpers

According to a directorate decision from March 2, 2006, student helpers are excluded from loan.

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