



## **User Regulations for the Library**

### **Max-Planck-Institute for Biogeochemistry & Max Planck Institute for Chemical Ecology**

#### **1. General**

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 provided to the users.

The user regulations are valid for all user groups; they are available on the library homepage and on the intranet of the MPI for Biogeochemistry and MPI for Chemical Ecology and are available at the library. Exceptions of the library regulations valid for certain user groups are attached to this regulation. By receiving a library membership card using the library services – in person and virtually, you hereby accept 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**

Employees of both institutes have access to the library 24 hours, 7 days the week.

External users are only granted access upon agreement of the library team.

#### 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 operation of the library systems Aleph and Vufind platform it is required, to temporarily store personal data. The following data is stored:

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.

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

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.

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

Loan 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 reservation is registered, the loan period may be shortened.

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

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.

## 8. Interlibrary loan

Copies or originals of literature not available at 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 the German copyright law 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 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, Bachelor, Master or PhD thesis, written at the Institutes must be delivered to the library. A printed copy of the thesis will be made available for loan at the library, the permission for Open Access via the library system will be requested with a permission form.

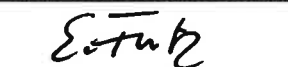
Regulations approved on September 29, 2020

**MPI for chemical Ecology**



Dr. Karin Groten  
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**MPI for Biogeochemistry**



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Research coordinator

## **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.