



MAX PLANCK INSTITUTE

FOR COMPARATIVE PUBLIC LAW
AND INTERNATIONAL LAW

The Library of the Max-Planck-Institute for Comparative Public Law and International Law

Rules and Regulations

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The Library of the Max Planck Institute for Comparative Public Law and International Law caters to the academic research of the Institute. The purpose of the Library is the advancement of academic research and cooperation on the national and international level, in particular in the field of international law, EU law and comparative public law. The Library is available to national and foreign scholars in accordance with the present rules.

The Library's general rules and regulations apply to all library users alike: members of the Institute, guests and scholarship holders, and users of the reading rooms. Different rules apply to these different groups of library users with regard to their access rights to the library premises and borrowing rights of library materials. The Library Management reserves the right to issue special regulations in exceptional cases.

I. General Rules and Regulations

1. Opening hours

The Loan Department is staffed daily between 10:30 and 16:00 (on Fridays until 15:30).

The Library is equipped with three reading rooms. The opening hours are from 9:00 am to 7:00 pm, Monday to Friday.

2. Reference library

The Library is a reference library only. The removal of library materials from the Institute premises, even if only within the Heidelberg city area, is not permitted. The general relationship

between the user and the Library is regulated by the German Civil Code (*Bürgerliches Gesetzbuch - BGB*).

3. User card and account

Each new user registers personally at the loan desk after having filled out the electronic registration form or after having registered via email to bibinfo@mpil.de. By signing the user card, the user accepts the Library Rules and Regulations as well as the applicable data protection and fire protection regulations in case of fire.

By submitting an application for permission to use the Library, each user agrees to the collection, processing and storage of these data. The personal user data (e.g. name, date of birth, contact details) are electronically stored in accordance with the valid legal data protection regulations and are processed only for valid purposes by the Institute itself. As soon as the purpose of storing and processing is fulfilled, the data will be deleted.

Every user is required to book immediately the borrowed library items on his or her library account, either on his or her own, or with the help of the library staff. The use of library items without previous booking is prohibited. The user may also not pass items booked on him or her to another person. Library items found at the user's work space which had not been booked accordingly will be withdrawn by the library staff without notice and returned to library stockroom.

4. Reference Collection and special departments

The holdings of the Reference Collection (*Handbibliothek*) are not for loan and may only be consulted on site. Current newspapers and journal issues on display may likewise not be removed from the respective room. There is however the possibility of scanning nearby.

Individual periodicals and documents of special library departments (United Nations Depository Library, European Organisations Department) can be ordered from the library staff. Users are not permitted to issue these items on their own.

5. Use of library material

Library material must be handled with care. Marks and annotations are strictly prohibited. Any damage should be reported immediately to the Loan Department. The Institute reserves the right to claim damages if necessary.

A recommendation of a book for purchase as well as reservation of newly acquired literature is possible at all times. Other library items and work spaces may not be reserved.

The Library welcomes donated copies of any publications that have been completed at the Institute and is grateful of acknowledgements annotated therein.

6. IT-Facilities

Free wireless Internet service (Wi-Fi) for laptops and mobile devices is available throughout the Institute and can be used under certain conditions. Further information can be acquired from it-support@mpil.de or, in case of the reading rooms users, from bibinfo@mpil.de.

PhD candidates, post-docs, scholars and scholarship holders of an academic institution may, upon separate request to the Library, access electronic resources licensed by the Library.

7. Copyright compliance

Every user is obliged to comply with the applicable copyright regulations, in particular with the German Act on Copyright and Related Rights (*Urheberrechtsgesetz*).

II. Rules for members of the Institute

1. Access rights

Members of the Institute are entitled to a transponder that gives them access to the Institute and the library during opening hours. Members are not permitted to lend their transponder to unauthorized persons or allow anyone else access to the Institute.

2. Borrowing rights

Members of the Institute receive a machine-readable user card. They are entitled to access library magazines and issue library items on their own. This entitlement does not include items of the Reference Collection nor items of the special library departments. Members are obliged to book immediately the borrowed library items on their library account. Their desk is correspondingly equipped for self-booking.

It is not allowed to store library items in excess of a single-line arrangement in one's bookshelves and his or her desk. It is not permitted to store library items elsewhere. Items not stored accordingly will be withdrawn by the library staff without notice and returned to their place of origin.

Members of the Institute are entitled to borrow library items from other Institute members or from the users of the reading rooms. In this case they are likewise obliged to book immediately the library items on their own library account. If the required library item is booked on a guest or scholarship holder, the lending may only be carried out by the library staff.

3. Scanning, copying and printing facilities

Multifunction printers are available to the Institute members at their respective floor of the Institute. Every user is obliged to comply with the applicable copyright regulations.

III. Rules for guests and scholarship holders

1. Access rights

Guests and scholarship holders may obtain a transponder that gives them access to the Institute. Permission to obtain such a transponder is granted by the acting Director of the Institute. Guests and scholarship holders are entitled to enter the Institute building and the Reference Collection in the reading lounge, within opening hours of the Institute. It is prohibited to lend the transponder to any unauthorized person or to give anyone else access to the Institute.

2. Office

Guests and scholarship holders may be allocated a desk in an office of the Institute by the Institute Directors. In case no office is available, guests and scholarship holders can use a work space in the reading rooms, where they will be allocated also an individual storage shelf.

3. Borrowing rights

Guests and scholarship holders should order literature using the online catalogue (OPAC).

Books stored in the office should not exceed a single-line arrangement on the shelves. It is not permitted to store library items elsewhere. Library items not stored accordingly will be withdrawn by the library staff without notice and returned to library stockroom.

Guests and scholarship holders can order literature that is already booked to another library user's account, by placing the order in the online catalogue and informing the library staff.

4. Scanning facilities

Scanners are available to guests and scholarship holders in the library area (Rotunda). Every user is obliged to comply with the applicable copyright regulations.

IV. Rules for reading room users

1. Admission and access rights

Admission to the library is granted to anyone pursuing serious research interests. Students applying for admission should present a letter of recommendation by their supervising professor, explaining their research topic and the need to use the library.

Admission to the library entitles the user to a work space in the reading rooms. Admission does not however entitle the user to access the library stockrooms or the Reference Collection. If no work space is vacant, the grant of access may be delayed temporarily. Access to the United Nations Depository Library is available without any restrictions.

Guests, who are working in the reading room without an official invitation of the institute, should apply for an extension, stating their research field, so that existing capacities in the reading room can be evaluated.

2. Use of the reading rooms

Registered users who plan to use the library for a longer period of time may receive an individual storage shelf in the reading room for their borrowed literature. When leaving the Institute for the day, the users must clear their work space and return their borrowed books to their individual storage shelf, in an orderly manner. Taking items from someone else's shelf is not permitted under any circumstances.

Registered users, who intend to use the library on a daily basis for at least three months, may apply for a work space in the gallery reading room.

The user must sign into the library guestbook on a daily basis. The loan staff has to be notified of any absences. If the user is absent from the library for more than four weeks without notice, his or her storage shelf and desk will be cleared and the user will not be permitted to order the same literature for the following four weeks. Users can notify the loan staff of their absence by phone, e-mail or in person.

3. Borrowing rights

Hold requests have to be made using in the online catalogue (OPAC). There is a loan restriction of a maximum of ten items per day, thirty items in total per user or until the assigned shelf is completely occupied. Items on loan must be returned to the loan desk in order to clear the user's loan record. Periodicals may be loaned for up to two weeks.

At the end of the research stay, the user is required to return all items to the respective library department (loan desk, Department for Periodicals, United Nations Depository Library, European Organisations Department) in order to clear his or her loan record.

4. Scanning facilities

Scanners are available to users of the reading rooms on the ground floor of the library (Rotunda). Every user is obliged to comply with the applicable copyright regulations.

5. Code of conduct in the reading rooms

It is forbidden to bring food, bags, overcoats and household goods in the reading rooms. Bottled water is allowed if the empty bottle is removed after use. Lockers and coat hangers as well as a recreation room (guest kitchen) are provided on the ground floor.

The work spaces are to be kept clean and tidy. Unauthorized objects will be removed and disposed of.

The library is a quiet area. Computers, mobile phones and other equipment must be switched to silent mode and headphones must be inaudible to others. Conversations on mobile phones must be held outside the reading rooms, using the phone cabins located in the wardrobe area on the ground floor.

(Last update: 08. July 2022)