

MAX PLANCK INSTITUTE FOR SOLID STATE RESEARCH MAX PLANCK INSTITUTE FOR INTELLIGENT SYSTEMS

LIBRARY STATUTES

September 15th, 2011

1. General

1.1. The library of the Max Planck Institutes, as a special scientific library, is a common facility of the Max Planck Institute for Solid State Research in Stuttgart and the Max Planck Institute for Intelligent Systems in Stuttgart and Tübingen, as well as the Administration (hereinafter referred to as MPis).

1.2. The library statutes govern the relation between the library and its users and determine possible kinds of use. When entering the library the user accepts the library statutes. Users of the library are obliged to comply with the library statutes.

2. Access to the library

2.1. Opening hours of the library are: Monday to Thursday: 8:00 a.m. - 4:45 p.m., Friday 8:00 a.m. - 3:15 p.m.

2.2. The library is accessible day and night for employees and guests of the MPis with an MPis identity card.

2.3. Those who are neither employees nor guests of the MPis are only allowed to enter the library after having signed on with the library staff within the opening hours. At the entrance to Heisenbergstr. 1 or 3 they will be given a guest identity card which has to be kept clearly visible. Guests are obliged to return the identity card at the latest when the library closes.

3. Use

3.1. New users have the opportunity to participate in an introduction to the library.

3.2. Every user is obliged to put back all media after use.

3.3. Reserving of carrels is not allowed. If a user leaves their carrel for several hours it must be cleared.

3.4. Only employees and guests of the MPis are allowed access to full text versions of the electronic journals library (EZB). When using the EZB the terms of use of the respective publisher must be observed:

- The user can only print or record full text versions for personal or research use.
- Systematic downloading of articles or search results, especially by robots, is prohibited.

3.5. Smoking, eating and drinking, and the use of mobile phones as well as the use of Voice over IP e.g. Skype are prohibited. Animals are not allowed in the library.

3.6. Users of the library are asked to be quiet.

4. Borrowing

4.1. Employees and guests of the MPis are allowed to borrow the available literature for personal use at their workplace. Borrowed media have to stay within the MPis. If the user is absent he must ensure that the media are accessible to library staff at any time. Those who are neither employees nor guests of the MPis are not allowed to borrow any media.

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4.2. When borrowing library media, every user is obliged to follow the current official borrowing procedure. Users must make sure that even if they cannot return borrowed media in person, they are still returned on time.

4.3. The library staff may repossess media that have been incorrectly borrowed or media that are overdue from the workplace of the borrower.

4.4. If an employee borrows any media from another employee, they are obliged to charge those media to their own user account.

4.5. Media that are marked as non-circulation collections cannot be borrowed.

5. Inter-library loan / supply of documents (only for employees of the MPIS)

5.1. Literature that is not available in the library can be ordered by inter-library loan.

5.2. Holdings which are only available at the University of Stuttgart library but not for lending have to be viewed there or copied. The library offers copy cards for this purpose. For employees from Tübingen the library staff can make copies.

5.3. Journal articles from the library archive can also be ordered.

6. Computer workstations

6.1. The computer workstations in the library are for scientific work only. Use of the research workstations for other purposes is prohibited.

6.2. The "MPI - Solid State Research Rules for Computer and Network Security" and the "Rules for Use for the EDP Infrastructure at the MPI for Intelligent Systems" apply.

7. Institute Authority/Checks/Lost Property

7.1. The library rooms are subject to the respective statutes of both MPIS. The head of the library exercises institute authority in behalf of the Managing Directors of both MPIS. She has the right to grant other library personnel the power to exercise institute authority.

7.2. If an internal user contravenes the library statutes seriously or repeatedly, or the continuance of the relationship between the user and the library becomes untenable, the head of the library will inform the respective head of the institute promptly. The user can be barred temporarily or permanently from use of the library of the MPIS by a written or verbal decision on the part of the institute management. All obligations resulting from the relation between the institutes and the user will remain valid after the exclusion.

7.3. Users must show their user identity cards when requested by the library staff.

7.4. In the case of justified suspicion the library staff are allowed to look into briefcases, bags or other cases in order to check the contents.

7.5. Items left behind will be treated as lost property by the library; they will be handed to the facilities management.

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8. Coming into effect

The library rules will come into effect when they have been signed, and replace the version from September 5th, 2006.

for the Max Planck Institutes

for the Works Councils

Chairman of the Common Committee

Administration

Prof. Dr. K. Kern

J. Schöpfer

Managing Director Max Planck Institute
for Solid State Research

Max Planck Institute for Solid State Research

Prof. Dr. K. Kern

Dr. A. Burkhardt

Managing Director Max Planck Institute
for Intelligent Systems

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Prof. Dr. B. Schölkopf

Dr. G. Richter