



User rules for the mobile book shelves

- 1) The mobile book shelves are loaned out for six-month intervals at a fee (see §13 scale of fees IAI); due to the high demand the loans cannot be extended.
After the loan period has expired the contents of the mobile shelf will be removed by library personnel and returned to the library stock.
Due to high demand the mobile book shelves are usually assigned to two users at a time, who must share their use of the shelves.
- 2) Only institute books and personal books may be stored in the mobile book shelves - no personal belongings like laptops, cables, writing material, drinks, food etc. There are lockers in the foyer for personal items.
In particular no institute reading room books (red signatures) may be kept in the mobile shelves; as reference holdings they are intended for general use.
- 3) The normal lending periods apply. The users themselves are responsible for keeping the loan deadlines.
For reading room loans: If required by other users these books or periodicals may be removed by institute personnel and booked out of the user's account.
- 4) The key to the mobile book shelf may be obtained at the circulation desk (deposit of reading room or library card). Please return the key when you leave the reading room, in the evening at the latest. Under no circumstances may the key be taken home. Never leave the key sticking in the lock.
- 5) If you lose the key notify the circulation desk immediately. If the key is lost the user is responsible for the cost of replacing it and/or the lock as well as any consequential costs.

I have read the user rules for the mobile book shelves and acknowledge them by my signature.

Name: _____

Library card number: _____

Date: _____

Signature: _____

Mobile book shelf number: _____