

**Max Planck Institute
for
Innovation and Competition**

**Max Planck Institute
for
Tax Law and Public Finance**

Library Rules

(May 29, 2018)

Library Rules

**Max Planck Institute for
Innovation and Competition**

**Max Planck Institute for
Tax Law and Public Finance
Munich**

(January 1, 2014)

1. Purpose

The library of the Max Planck Institute for Innovation and Competition and the Max Planck Institute for Tax Law and Public Finance supports the scientific research of the Institutes. For the purpose of promoting scientific collaboration on national and international levels and for the purpose of research in the area of innovation and competition as well as in the field of tax law and public finance, it is open to foreign and German researchers to use according to the following rules.

2. General Rules

The Institutes' library is a reference library, meaning that all materials are to stay on the premises.

The relationship between the user and the library is governed by the guidelines of the German Civil Code (*Bürgerliches Gesetzbuch*, or *BGB*).

Before they may use the library, all users must first fill out a registration form and confirm that they have received a copy of these rules of use.

A guided tour of the library is mandatory for all first-time users.

The schedule for the library tours is posted in the library. Tours are held in either German or English.

The library would be pleased to receive a complimentary copy of any works written at the Institutes and to be acknowledged in the appropriate section of those works.

3. Permission to Use the Library

The use of the library is open to all employees and scholarship holders of the Institute as well as students of the Munich Intellectual Property Law Center.

Other persons need permission to use the library. Permission can be granted for a certain limited period of time.

- Guests of the Max Planck Institute for Innovation and Competition are assigned their own work space in the gallery of the Innovation and Competition library by the Institute administration. Thus they are automatically granted permission to use the library for the duration of their stay.
- External users who intend to use the library for more than one week must receive permission from the head librarian. Permission is granted upon prior written request if the reason for using the library is of a serious scientific nature and if there is space available in the reading room. The written request must state the user's status and the intended length of stay. Students and doctoral candidates must present a recommendation from the professor supervising their work stating the research topic and explaining why it is necessary to use the library for this research.
- Day guests can be granted permission to use the library if they have a serious scientific interest in using our holdings and if there is enough space available in the reading room.

All permitted users have access to the entire holdings of the library with the exception of the holdings of the library of the Munich Intellectual Property Law Center, to which only the students enrolled in the Center's courses have access.

Permission to use the library can be revoked, effective immediately, if this becomes necessary. Reasons for revoking permission include infringing against these rules of use. Revocation is decided by the library management.

4. Duration of Stay

Scholarship holders, guests of the Institutes and external users must inform the library of changes in their intended length of stay.

Library users must return all borrowed materials and their library ID cards at the end of their stay.

5. Opening Hours

The library's opening times are posted in the library.

The opening times may be changed, or the library remain closed, for an important reason.

6. Rules of Behavior and Care

External users must deposit all coats, jackets, umbrellas and bags (including lap top cases) in the lockers provided for this purpose. It is not permitted to store objects in the lockers overnight.

Within the library, the following, in particular, is not permitted:

- Talking
- Using cell phones
- Smoking
- Eating
- Drinking

Drinking bottled water is allowed, however, on the condition that empty bottles are disposed of immediately.

All library materials, furnishings and technical equipment are to be treated with care. In particular, users are not allowed to make any kind of notes or marks in books or periodicals. Pages are not to be folded and no bookmarks or adhesive notes or tabs may be left between pages.

7. Work Space

External users will be assigned a locker in the reading room to use for a limited period of time. Upon payment of a deposit, you will be given a key to that locker and a library ID card.

At the end of each day working in the library, you must put all the materials you have been using into your locker. You may also keep binders or folders in your locker along with the library materials. The library is not liable for any personal belongings left in your locker.

External users may choose any work space in the reading room. At the end of each day, they must clear off that work space.

External users and day guests are to sign in each day in the users' book at the information desk.

If external users will be away from the library for more than one week, they must inform the library of this beforehand, so that we can use the lockers as needed. If we are not informed of your absence, after one week we will clear out your locker and assign it to another user. Your signature in the users' book at the information desk counts as proof of your presence in the library.

8. Lending Policy

As the library is strictly for reference, and not a lending library, the holdings that are available for borrowing may only be used on the Institutes' premises.

The following rules apply to all loan materials:

- Your Institute badge is also your library ID card, and it allows you to check out materials using the self-service terminal. The library is to be informed immediately of the loss of the card.
- The following borrowing conditions apply for the individual user groups:

User group	Maximum number of loans	Maximum Duration
Directors	Unlimited	1 year
Scientific employees	50	180 days
Employees (library, administration)	10	90 days
Scholarship holders	30	90 days
Students (MIPLC)	15	30 days
Guests of the Institute	30	90 days
External Users	30	90 days

Employees of the Institutes may borrow up to 15 materials that they use regularly, such as reference works and dictionaries, as a long-term loan. These do not count towards the total number of loans allowed.

- Borrowers take the materials off the shelf themselves and check them out using the self-service terminal.
- Day guests need not check out the materials they are using in the library, as they are required to return all materials to the information desk at the end of the day.
- Materials already on loan with one user can be reserved by a different user via the library personnel. This reservation amounts to the book being called back from the current borrower. He or she must return the book within three days (six days for newly borrowed material). If the current user fails to return the book within that period, his or her library account will be suspended. Upon return of the requested book the first user can inform the library whether it will be needed again. If this is the case, the user who requested the book will have a time limit of six days.
- Requesting a book that is currently on loan from the Munich Intellectual Property Law Center does not lead to a call-back and does not shorten the current user's time limit.
- In urgent cases, the library reserves the right to remove borrowed materials from the borrower's office (or work space) or locker before

the due date without that person's knowledge. The borrower will be notified of the situation in writing.

- Users must keep all borrowed material out and clearly arranged on their desks.
- Borrowed books may not be passed on to others.
- If borrowed materials are not returned by the due date, the user's account will be suspended. The library has the right to reclaim the overdue materials.
- Borrowed materials may be checked out again once for the applicable loan period, as long as the book has not been reserved for another user.
- If reserved books are not picked up within six days, the reservation is considered withdrawn.

9. Restricted Use

Bound volumes or single issues of periodicals, as well as books marked with a yellow dot, may not be checked out. Such material must be consulted or copied on library premises, and returned immediately to its place. Any such material found at a work space will be removed from that work space and returned to its place immediately.

10. User Inspections

Library management conducts regular inspections in the borrower's presence to determine that lending rules are being adhered to. At least three library users are audited each month.

The person to be inspected is chosen by drawing lots. The drawing is done by library management. Upon request, a member of the workers' council may also be present.

The person whose name is drawn for inspection is to be informed at short notice, to make sure that person will be able to be present at the inspection.

The result of the inspection is recorded by the library management and signed by the audited person, who then receives a copy of the report. If, on two separate occasions within three years, at least five items are not

properly checked out according to the lending rules, the report will also be sent to the Institutes' directors.

The audited user is then barred from borrowing privileges until his or her library account is in order. As proof of this, the user must present to library personnel all materials listed as checked out but not present at the time of inspection. Any materials present but not checked out in the user's name will be returned to their proper place on the shelf by library personnel immediately following the inspection.

11. Returns

Borrowed books and other materials must be returned to the information desk in the library from which they were checked out by the day after the due date, at the very latest.

The library is in all cases responsible for returning books and journals to the stacks.

Users are required to return their loans immediately, even before the due date, if the library requests this material.

The return receipt, which is handed out when books are turned in, should be kept in a safe place.

12. Liability

Every user is personally responsible for damages or loss of any material he or she has checked out.

Users are required to report any loss or damage of borrowed material immediately to library personnel.

13. Exit Alarm

Users hereby agree to return to the information desk if the exit alarm should sound when they are leaving the library, and to show to library personnel any objects on their person.

14. Information

The library provides information for its users as far as is possible based on its catalogs and holdings.

No responsibility is taken for the correctness or completeness of this information.

15. Making Copies

Copy machines are available on the library's premises.

The copy cards necessary may be purchased in the lobby of the building, Marstallplatz 1, either from a vending machine or from the receptionist.

16. Data Protection

The personal user data (e.g. name, date of birth, email address and address of the user) are electronically stored in accordance with the valid legal data protection regulations and are processed only institute-internally for relevant purposes. As soon as the purpose of their automated processing is fulfilled, the data will be deleted. By submitting an application for permission to use the library each user agrees to the collection, processing and storage of these data.