

## ➔ **TEN BASIC RULES**

### **for reading room-users**

(Extract from the Library's Regulations for Visitors of January 2024)

- 1.) Please do not bring backpacks, handbags, or carrying cases of any kind into the reading rooms (this rule also applies to large laptop bags and large purses). Plants, umbrellas, and jackets are similarly not allowed. The floor space and all surrounding areas must remain free of objects.
- 2.) The library may terminate the assignment of working places which remain unused for more than a week. This period will be shortened down to three days in the summer time from July to September.
- 3.) No food, beverages (with the exception of water), or cosmetic products are permitted in the reading rooms. This prohibition includes hand cream, lipstick, and tea bags. Empty water bottles should be properly disposed of immediately.
- 4.) In the interest of the institute's staff and of all library users we request the greatest possible silence in the reading rooms. The use of mobile telephones is not permitted anywhere in the library.
- 5.) Books up to total of 12 per day may be requested at the supervisor's desk every day: Monday to Thursday from 10 to 12 a.m. and from 2 to 4 p.m., Friday only from 10 to 12 a.m. It is requested that borrowed books be returned also during these times.
- 6.) It is forbidden to permit strangers to enter the building or the library stacks. It is also not permitted to take one's own visitors or those of other users into the reading rooms without prior approval of the readers' services.
- 7.) The total number of materials kept at an individual workstation is subject to a 20 item maximum.
- 8.) Please return readings room books (those with a red or yellow strip on the spine and stamped on the book edges) to the correct location each day.
- 9.) Visitors who do not have a permanent desk in the reading rooms are requested to return their books each day. Should certain books be required for a longer time they may be deposited daily at the supervisor's desk to be kept on hand.
- 10.) Authorized guests may use the reading rooms from Monday to Friday from 8 a.m. to 9 p.m. and on Saturday from 1 p.m. to 6 p.m.  
(Day guests are only accepted from Monday to Friday from 10 a.m. to 4 p.m.)