

Library regulations

§ 1 Area of application

These usage regulations apply to the use of the premises, media and technical facilities of the library of the Leibniz Institute for History and Culture of Eastern Europe, hereinafter referred to as GWZO.

§ 2 Library mission

1. The library of the GWZO is a specialized scientific library with reference holdings and serves research, teaching, study and factual information.
2. The core task of the library is to provide research at the GWZO with special and basic literature and to provide evidence of information relevant to research. It is part of the "Library and Digital Services" department of the GWZO.
3. The library offers the following services:
 - a. Use of its collections for external users in the premises of the library and for internal users in all premises of the GWZO
 - b. Media lending
 - c. Providing verbal and written information, mediating information through catalogues, bibliographies, documentation services, electronic databases, subject portals
 - d. Technical equipment for use of the stock

§ 3 Basics of use

1. With the use of the library these library regulations are accepted.
2. An introduction to the library catalog and the usage modalities by the library staff is a prerequisite for using the library. New employees, guest scientists, student assistants, interns and external users are required to present themselves at the library information desk for this purpose.
3. Users must behave in such a way that library operations are not impeded and that other persons are not impaired in their work and that works, catalogs, facilities and equipment are not damaged. Cell phones must be switched to silent mode.
4. Not permitted are in particular
 - a. the consumption of food and beverages in the library
 - b. making phone calls in the library premises
 - c. the bringing of animals
5. Users are obliged to follow the instructions of the library staff. Lockers are provided free of charge. When using the library, personal property must be taken care of. The library does not assume any liability for this. The use of technical equipment brought into the library requires the permission of the library.

§ 4 Opening hours

1. The opening and closing hours of the library are announced by notice board and on the web-site of the institute and can be requested by e-mail or telephone.
2. The library can be closed temporarily if it is necessary for the revision of the collections or for other valid reasons.
3. Closures and closing times are announced by notice or in any other suitable form.

§ 5 Lending and loan period for GWZO employees

1. Employees of the GWZO can borrow the desired media units - as long as they are not subject to special lending restrictions - at any time, regardless of opening hours.
2. Each item has to be borrowed by using the self-check-out machine.
3. The borrower assumes responsibility for the borrowed medium.
4. The borrowed media may only be used within the premises of the GWZO and may not be taken outside. Out-of-house lending is only permitted in exceptional cases.
5. Borrowed books must be returned to the GWZO no later than seven days before the end of employment.
6. Once the borrowing and extension periods are over, the items have to be brought to the library once before they can be borrowed again.
7. The library staff is authorized to remove borrowed literature from the researchers' rooms for reference use or for library processing.

§ 6 Lending and loan period for external users

1. During opening hours, the requested media units are available to all external users in the library rooms.
2. For external users there is the possibility of a loan under the defined loaning conditions (annex 1)
3. For external student users, the loan periods may be adjusted to closing times during the semester break.
4. In order to use the lending service, external users are registered in the library management system upon presentation of a valid ID (student ID/personal ID). In § 13 of these regulations you will find the corresponding regulations for the protection and processing of data.

§ 7 Returning borrowed media

1. The return of the media takes place within the respective loan periods.
2. If borrowed media are not returned within the set period, they will be treated as a loss according to § 8 of these library regulations and must be replaced.
3. Requests for return and notices shall be deemed to have been received when they have been sent to the last address communicated by the borrowing person.
4. As long as a request for return is not complied with, the determined compensation is not paid or owed costs are not paid, the library can refuse the lending of media and the extension of loan periods.

§ 8 Liability for damages in case of damage or loss of media

1. Users must handle the media units they use with care and protect them from damage. Damage also includes entries of any kind, such as crossing out and correcting errors, as well as folding of pages, tables and maps. The attachment of self-adhesive leaflets is to be omitted. No sheets or inserts may be removed from the works.
2. The user must check the condition of the work when borrowing it and report any damage immediately. If they fail to do so, it shall be assumed that they have received the work in undamaged condition.
3. Any damage to or loss of a medium must be reported to the library immediately. If the user has lost a media unit or damaged it in such a way that it can no longer be used, a bibliographically identical replacement copy must be obtained within two weeks. If a replacement copy cannot be obtained within the

set period, the library is entitled to have a copy made at the user's expense and, if necessary, to demand compensation for its value. If a media unit that has been reported lost is subsequently returned, the user is not entitled to a refund of the costs.

§ 9 Stack

1. Access to closed stack is generally not permitted. The stack may be used and viewed in the company of library staff.
2. Borrowings from the stack must be reported by 12:00 noon if they are to be received on the same day.

§ 10 Reproduction and copyright

1. Provided that there is no prohibition on copying, copies from the borrowed print media may be made independently on the corresponding devices provided by the library.
2. For all reproductions or printouts of electronic media, the respective copyright and licensing regulations must be observed.

§ 11 Own publications and deposit copies

1. The employees of the GWZO are requested to submit two deposit copies of publications published during their employment at the GWZO to the library. This also applies to publications in which the GWZO was involved with printing cost subsidies, but which were published outside the institute's own series.
2. For publications that originated outside the GWZO but are relevant for the library, the submission of a complimentary copy is desired.
3. If it is not possible to provide a free copy, the library asks for an acquisition note to the publication.
4. For articles published in a journal to which the library subscribes, submission of a copy is not required, but a note is encouraged.

§ 12 Library liability

1. Liability of the library and the GWZO for slight negligence is excluded.
2. The library and the GWZO are only liable for objects that are lost from the existing storage facilities if they are demonstrably at fault; liability for money and valuables is excluded.
3. The library and the GWZO are not liable for damages to files, software or technical devices of the users caused by borrowed analog and digital data carriers or provided digital data.

§ 13 Data processing and data protection

1. Personal data is processed for the use of the lending service. These are name, first name, status, user number, address, e-mail address and telephone number as well as data on the loan of media (borrowed media, loan duration and history). When registering for the first time, the user is requested to present a valid identity card/passport.
2. In the interest of data minimization, only those data are collected and processed that are absolutely necessary for the stated purposes. If it is possible to achieve the purpose and the effort is reasonable, only anonymized data will be processed.

3. The processing of personal data in the library is carried out in compliance with the applicable data protection legislation (DSGVO, BDSG, SächsDSGD). In this sense, the GWZO informs you that you have rights to information, correction, deletion, restriction of processing, information and transferability of your data in accordance with Art. 15-20 DSGVO. You may revoke consent to the processing of your data for the future in accordance with Art. 7(3) DSGVO and have a right to lodge a complaint with a supervisory authority in accordance with Art. 77 DSGVO.
4. If you have any questions about your data or wish to exercise your rights under (3), please contact:

Datenschutzbeauftragte*r
Leibniz-Institut für Geschichte und Kultur des östlichen Europa (GWZO)
Reichsstraße 4-6
04109 Leipzig
Deutschland/Germany

Or per email:

datenschutz@leibniz-gwzo.de

5. Your user data is processed automatically and managed in an account. The account is deactivated for GWZO employees at the end of their employment and for all other users at the end of the semester on 31.03. and 30.09. of each calendar year. The data remains in the deactivated account for 90 days. If the account is not reactivated, it will be deleted automatically.

§ 14 Entry into force

These library regulations come into force upon their publication. It replaces the user regulations of May 23, 2001.

Annex 1: Loan periods

Employees, Guest Scientists, Student & Scientific assistants

Media type	Number of loans	Loan period	Extension
All types	100	190 days	2x 90 days

Interlibrary loan

Herder-Institut Marburg, Martin-Opitz-Bibliothek Herne and other libraries on request, if GWZO has sole ownership. Maps and atlases are excluded from the loan!

Media type	Number of loans	Loan period	Extension
Articles	10	28 days	1x 14 days
Books	10	28 days	1x 14 days
Periodicals	10	14 days	1x 7 days

External users

Media type	Number of loans	Loan period	Extension
All types	10	14 days	2x 7 days

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