

# House Rules and Regulations of the International Youth Library, Munich

The following House Rules and Regulations apply to the building and in the grounds of the International Youth Library.

The House Rules and Regulations must be observed by all users.

The library is available for use only during official opening hours.

In the interest of all users, books and other media, as well as the facilities and the building of the library itself shall be treated with care.

The instructions of the library personnel are to be followed.

The International Youth Library, Munich is entitled to collect and process personal data, as long as this is required for the lawful fulfilment of its tasks.

## Use of the Libraries

In order to borrow items or to use the archive holdings, a library card is required. For registration, identification together with a valid official proof of the address is necessary. In case of a second residence, the certificate of registration is required. The library shall be informed promptly of any changes to the names and addresses. Thereby, supporting documentation (identity documents, proof of address) shall be submitted. For children and young adults under 18 years, their legal representative shall assume the liability by signing the application form. Accordingly, his or her identity documents and the identity documents of the children/young adults are to be presented.

The library card is required not only for every borrowing, but also for orders, reservations and extensions of the lending period.

The users of the library must carry their library card at all times when on the premises of the library and show it on demand.

To avoid abuse, the loss of a library card is to be reported immediately. The user is liable for any damages resulting from such loss, if she / he does not prove that she / he is blameless.

The user shall check the condition of items delivered herself / himself, and report immediately, if there are any damages. Otherwise, the items are considered to have been delivered in a condition free from defects.

The user is responsible for checking that the items and enclosures are complete.

All items must be treated carefully. Users are requested not to damage items or make any inscriptions therein. This includes marking and underlining, correction of mistakes, creasing of pages, sheets and maps, as well as their own repair attempts. Self-adhesive strips and post-its are to be removed after the application and under no circumstances may be applied to books published before 1970.

Users are liable for any damages they have caused.

In case items are lost, stained or damaged in any other way, replacement in kind shall take place or the full cost of the items shall be paid in order to replace them. The reimbursement of costs with regard to items lost, damaged, etc. shall be determined based on the leaflet "Scale of Charges".

It is prohibited to take away items without a proper loan booking. When necessary, the library staff may ask the users to show them the content of their bags or briefcases. If requested by the library personnel, the users shall show their valid documents.

The users shall show consideration for other users in the premises of the library. Interfering behaviour contrary to the purpose of the library, e. g. loud telephone calls, eating, smoking, sleeping, bringing of animals (except for guide and assistance dogs), ball toss games as well as bicycling within the castle courtyard are not allowed.

It is in everyone's interest to ensure maximum peace in the reading room. Especially loud speaking and every kind of behaviour causing noise are not allowed, for example, working in groups or playing audio files (only with headphones and in a low volume that does not disturb). The sound of computers should be muted. Mobile phones may be used in the reading room only in a mute operating condition without ringing. Making telephone calls is only allowed outside the reading room.

Bringing of other technical devices shall be specifically authorized by the library.

Water in customary transparent and closable plastic bottles with sealed caps may be brought along (except for cases of work with historical books and other special items).

Coats, jackets, (laptop) bags, rucksacks, baby strollers, umbrellas and similar objects are not allowed in the reading room, the children's library and in the exhibition spaces. These may be placed in lockers before entering the reading room. All lockers must be emptied each day before closing time. Occupied lockers will be opened every night and will be emptied. The cloakroom is free of charge. Bicycles are not permitted within the castle courtyard and in the buildings.

The library is not liable for any objects brought along by the users or their objects left in the cloakroom and lockers. The library cannot be held responsible for any lost or damage. Please do not leave valuables unattended.

## **Children's Library**

The library card is free of charge and entitles to use the International Youth Library in accordance with the applicable House Rules and Regulations. A signature on the registration form is required.

A maximum of 20 items may be borrowed. All items must be checked out at the library desk.

All loans must be checked back at the library desk in the area from where they have been borrowed.

The lending period usually amounts to 28 calendar days (20 opening days). It can normally be extended by four more weeks if items are not reserved or otherwise required, not earlier than on the 15<sup>th</sup> day after the borrowing.

A second extension for the period of four weeks is possible. Lending period extensions may be requested in person, by telephone and via webOPAC.

If the loan deadline is exceeded, an overdue fine will be charged. The overdue fines, as well as other fines arising from default actions can be viewed in the leaflet "Scale of Charges".

## **Research Library and Special Collections**

The research library of the International Youth Library enables consultation of items for reference only in the reading room. Coats, jackets, bags and rucksacks shall be placed in lockers in the basement floor before entering the reading room and the exhibitions. The library card is free of charge and entitles to the use of the International Youth Library in accordance with the applicable House Rules and Regulations.

The number of items that may be borrowed for consultation in the reading room is limited. All items must be checked out at the library desk. All items provided for consultation must be checked back at the library desk in the area from where they have been borrowed.

Each day before using the facilities of the reading room, the users shall enter their names, nationalities and professions on the user list placed at the desk.

The International Youth Library reserves the right to impose restrictions with regard to the use of its holdings and special collections. The following collections are only for consultation and are not normally available for loan (as an interlibrary loan, as loans for exhibitions etc.): reference holdings, titles published before 1970, bound journals, especially valuable and rare titles, unbound titles incl. journals, sound carriers, image carriers and videograms.

The lending period can normally be extended if items are not otherwise required. Lending period extensions may be requested in person, by telephone and via webOPAC.

In the reading room of the International Youth Library, laptops can be used on the desks equipped for this purpose.

We provide a barrier-free workplace for users with restricted mobility upon prior request.

The provisions concerning behaviour in the library (see above) apply in the reading room.

Photocopying and scanning is allowed in the reading room of the International Youth Library provided that it is guaranteed that items to be copied will not suffer damage. Photocopies should be for the users' personal and scientific use only. Users are personally responsible for observing the legal provisions of copyright, personality laws and any other rights. For the copy fees see the leaflet displayed near the photocopier. Extensive copying and scanning tasks can be commissioned for a fee.

All personal files on the publicly accessible user PC must be cleared before the end of the stay.

Repeated or severe breaches of said instructions or provisions of the House Rules and Regulations on use can result in a temporary or permanent exclusion from using the library. Non-compliance with instructions and/or violations of the House Rules and Regulations can result in a ban from the library premises.

The Director holds the rights of the householder. She is entitled to entrust other library employees with the exercise of the householder's rights.

Munich, March 2017



Dr. Christiane Raabe  
Director of the International Youth Library

The House Rules and Regulations include the "Additional Agreement to the House Rules and Regulations of the International Youth Library, Munich: Internet Usage, including the WLAN Access", the "Benutzungsordnung zur Benutzung von Nachlässen", the „Erklärung zur Benutzung von Sonderbeständen und Nachlässen“ as well as the "Scale of Charges".

I have read and understood the House Regulations of the International Youth Library, Munich, and I fully agree thereto.

Munich, [date] \_\_\_\_\_ Signature: \_\_\_\_\_

Name in capital letters: \_\_\_\_\_

## Scale of Charges

The use of the International Youth Library is generally free of charge. Charges are only implemented in case of reminders, loss or damage of the library's property, and for special services ordered by the user, such as copies (see "[Copies and Scans](#)"). For payment of charges the library card is required.

### **Fine for Overdue Items:**

Fee for all types of media:

0.15 € per item per day for children and young adults

0.30 € per item per day for adults

For written reminders the postage is charged additionally.

### **Damage/Loss:**

#### Substitute Library Card

5,- € per substitute library card

The loss of the library card is to be reported immediately, in order to avoid abuse. The user is liable for any damages resulting from such loss, if she / he does not prove that she / he is blameless.

#### Damage or Loss of Books and Audiovisual Media

Retail price plus 5,- € administrative charge for damaged or lost books and audiovisual media

#### Protective Coverings

2,- € CD case for 1-2 CDs

3,- € CD case for more than 2 CDs

1.50 € DVD-box

#### Substitute Bar Code and Shelf Mark Label

1,- € bar code

1,- € shelf mark label

Damaged or lost bar codes or shelf mark labels are to be substituted.

## **Additional Agreement to the House Rules and Regulations of the International Youth Library, Munich: Internet Usage, including the WLAN Access**

The International Youth Library (IYL), Munich, provides to the users a free of charge LAN and WLAN access in the reading room.

The Internet access in the International Youth Library serves **exclusively scientific purposes**. The relevant legal provisions apply.

The use of electronic media and services, free of charge (e.g. e-mail), is allowed only for personal and scientific use by private users.

No commercial use of the internet access of the International Youth Library is allowed.

Abusive use of the internal IYL-network as well as the internet of any kind, visiting websites that may cause offence or are illegal, is prohibited. The relevant protective provisions of the Criminal Law, the German Protection of Young Persons Act and the Data Protection Law apply therefore.

Particularly the following forms of behaviour are punishable according to the German Penal Code (StGB):

- violations against the applicable copyright, particularly illegal downloading of data and programs
- dissemination of propaganda material of unconstitutional organizations (§ 86 StGB) or of racist ideas (§ 131 StGB)
- dissemination of pornography online (§ 184 Section 3 StGB), as well as access to and possession of documents containing child pornography (§ 184 Section 5 StGB)
- honour crimes, such as offences or defamation (§§ 185 ff StGB)
- computer sabotage (§ 303 b StGB) and computer fraud (§ 263 a StGB)
- finding out passwords of other users, spying on data (§ 202a StGB), or the attempt to "crack" passwords; unauthorized access to data and programs, unauthorized access to information and resources of other users.
- unauthorized changing, deleting, suppression or disablement of data (§ 303 a StGB), e.g. destruction of data and programs, by falsification and / or destruction of information belonging to other users, particularly by way of spreading computer viruses, as well as interference with the network, e.g. interference with and / or disturbance of the network operation or of other internet users, e.g. by way of unsecured experimentation online, unannounced and / or ungrounded overloading of the network to the detriment of other users and / or third parties

The misuse of the internet access of the International Youth Library shall have the exclusion from the use of the library and the liability for culpably caused damage as a consequence.

The internet access is only allowed for devices with current virus protection that is automatically updated.

The user can get Internet access at their study desk in the reading room via an LAN cable or via their own WLAN access, hereinafter referred to as the "account" to be protected by a personal password. The registration for the WLAN access takes place at the information desk in the reading room.

The account may only be personally used by users with a valid library card. The use by other persons or the disclosure of the password is not allowed. At the end of the account's validity period, the WLAN access will be automatically terminated.

The International Youth Library, Munich, shall be notified of technical defects, accidentally received information or detected security gaps.

The staff at the information desk cannot guarantee that its services are available and error-free at all times. Therefore the library is not liable for any damage caused by incorrect, incomplete or delayed services.

Disclaimer: the International Youth Library particularly accepts no liability for:

Damage to private computers occurring on the premises of the International Youth Library. It also includes damage and consequential damage caused by (possibly incorrect) advisory service and assistance of the employees of the International Youth Library. The International Youth Library particularly accepts no liability for data and system settings that were deleted or modified, as well as no liability for viruses, trojans and other malware that may affect the private computer. Moreover, the International Youth Library is not liable for hardware damage or theft, as well as for destruction of data and programs, particularly if caused by computer viruses, material and immaterial damage to private computers connected to the internet that occur through the access to open resources (e.g. shared directories). Examples of this are: infection with computer viruses or spying or destruction of private data.

The International Youth Library is not liable for the consequences caused by actions taken by the users online, e.g. financial obligations through orders or the use of fee-based services.

Violations of the provisions stipulated in the "Additional Agreement on the Internet Usage" may lead in consequence to the exclusion from the use of separate services or the use of the library on the whole. In case of any suspicion of a crime, a report will be made.

The above "Regulations on the Internet Usage" supplement the current "House Regulations of the International Youth Library".

Mobile devices may be brought to the reading room without a bag. The study desks are fitted with sockets for power supply. Private devices have to be turned off or taken away when leaving the International Youth Library. The International Youth Library is not liable for any devices brought along by the users. Please do not leave valuables unattended.

I have read and understood the "Additional Agreement to the House Regulations of the International Youth Library, Munich", and I fully agree thereto.

Munich, [date] \_\_\_\_\_ Signature: \_\_\_\_\_

Name in capital letters: \_\_\_\_\_