



### **Use of the library**

The scientific library of the Max Planck Institute for Solar System Research is a reference library.

The library and the archive of the Max Planck Institute for Solar System Research are available for all employees and guests of the Institute. External visitors may use the library, but may only borrow books in exceptional cases and with explicit approval by the library staff.

For employees and guests of the Institute, the library is accessible at any time, for external visitors it is accessible during the presence of the library staff only. The library staff is available for questions and support during the core working hours (Monday to Thursday 09:00 – 15:00 and Friday 09:00 – 12:00).

### **Loan**

Loan of books will be carried out by the user her/himself with the help of the automatic loan booking system.

Loan of journals will be carried out either with the automatic loan booking system or by filling out the journal card and depositing it on the shelf in place of the journal. Non-bound journals are not available for loan.

New books are displayed in the reading room for about one week and are not available for loan during this time.

Loan of books and journals is limited to a period of 6 months. Extensions are possible, but the library staff may ask for early return during the extension.

Books/journals on loan have to be kept easily visible and accessible at the work place. If in exceptional cases this is not possible then the items need to be made accessible on request of the library within two working days. Exceptions to this rule are possible only with explicit approval by the library staff.

The borrower is responsible for the return of the books or journals; it is not allowed to pass them on to a third person directly. If loss of a book is noticed the library has to be informed immediately. The library reserves the right to ask for cost reimbursement in case of loss or damage.

The stock of monographs and journals is listed within the “Gemeinsamer Bibliotheksverbund” (GBV). Each user can do a search based on the online catalogue (OPAC) of the Max Planck Institute for Solar System Research and is able to obtain a list of the books on loan, the loan periods, etc. and to extend the loan.

Literature and media not available in the library can be provided from other libraries. Please ask the library staff for support.

### **Copying**

The copying machine in the rear reading room has to be used for making copies. The employee badge is required to release the copy function.

The user is obliged to comply with the copyright regulations, with respect to making copies from books or journals as well as with respect to usage of the digital media.

### **Miscellaneous**

Exceptions from these rules can be granted only in specific cases and in agreement with the library staff.

Please bear in mind that there is no 24-hour support in the library and that a reasonable operation and best access to the media can only be achieved with your responsible cooperation.