

Hertie School Library and Information Services (LIS) Provisions

1. Applicability and Objective

- (1) The following Provisions apply for the use of the Library and Information Services (LIS) of the Hertie School of Governance (Hertie School).
- (2) The LIS is open to the general public. As an academic library, the LIS serves research, teaching and studying purposes.
- (3) The LIS provides its services and resources to all members of the Hertie School, consisting of the Management (the Dean, the Managing Director and the Associate Dean(s)), staff members (faculty members, academic and administrative staff), enrolled students and external lecturers as well as affiliates while performing duties for the School and the alumni.
- (4) External users, i.e. non-Hertie School members include persons whose institutions have a borrowing arrangement with the LIS as well as any other users who have an academic interest in the use of the LIS. They may use the Library and its resources upon appointment.

2. Behaviour within the LIS and the Reading Room

- (1) Everybody using the LIS and the Reading Room is expected to behave in a respectful and considerate manner towards the interests of other users and the LIS staff as well as in using the LIS equipment. Every user has to respect the legitimate needs of other users and behave in a way that will not obstruct the operation of the LIS. Anyone behaving in an unacceptable manner will be asked to leave.
- (2) The LIS adheres to the principles of intellectual freedom and protects the privacy of its users. It will not release any information by which users can be identified to any person or agency for any reason, except in case of applying sanctions.
- (3) Users are bound to show consideration for others who want to read or study in silence. Mobile phones must be turned off when entering the LIS or the Reading Room, as the use of mobile phones is prohibited therein. Phone calls have to be made outside.
- (4) Jackets, coats and other outerwear as well as larger bags are not to be taken to the LIS. Please store them in the study rooms or in your locker. External users may use the lockers next to the cafeteria. The LIS staff may perform spot checks of user's bags.
- (5) No reservation of seats can be made (by placing personal belongings, etc.).
- (6) The LIS shall assume no liability for users' possessions.
- (7) Users are permitted to consume cold food (wrapped or in a closed container) and covered or bottled drinks only.
- (8) Smoking is prohibited everywhere in the Hertie School building, including the LIS.
- (9) Users are obliged to follow these Provisions as well as any instructions from the LIS staff. They are liable for any damage or disadvantageous consequence for the LIS resulting from the breach of the

Provisions or such instructions. In addition, users must observe the Hertie School Copyright Policy (available on the central internal Hertie School platforms and the LIS website).

3. Use of Electronic Resources, Computers, Printers and Photocopiers

- (1) Computers in the Library and the Reading Room are provided for research and study only.
- (2) Users may use their personal laptops at the work places. The use of personal stereos is permitted if one uses headphones, unless complaints are received from other users.
- (3) Use of available electronic databases must at all times comply with the database copyright holders' terms and conditions. Unauthorized use, such as redistribution or the sale of data, is strictly prohibited.
- (4) User names and passwords for access to electronic/online facilities and resources are not to be shared with non-Hertie School members, or passed on to third parties.
- (5) Three printers/photocopiers are available to LIS users in room 1.32. Any enquiries regarding their operation can be directed to the LIS or the IT staff. Users will be held liable for any damage to the devices.

4. Loan Provisions for the LIS Resources

- (1) If users wish to borrow materials from the Library, they shall consult the Reference and Circulation Desk. Users can check the availability of the items by consulting the LIS online catalogue.
- (2) Users can borrow items, put items on hold (reserve items) or renew items by using their Hertie ID card.
- (3) By registering, the user accepts the LIS Provisions.
- (4) Hertie School faculty members may assign their student assistants with the task of borrowing items from the Library. However, the assistants will need written authorization to do so.
- (5) Not all Library materials circulate. Different rules apply to special documents such as newspapers, journals, DVDs, reference books etc. For documents which do circulate, the length of the loan period may vary depending on both the status of the borrower and the borrowed item. The lending rules pursuant to Annex A apply. Please check with the Circulation Desk.
- (6) Hertie School students and staff can order book and journal articles from distant libraries via interlibrary loan and document delivery services. The students have to pay all costs that incur due to an order, such as document delivery fees, postage and packing. The current toll is displayed in the Library and on the LIS website. This service is free of charge for the Hertie School faculty.
- (7) Users must return Library items by their due date. Failure to do so will result in overdue fees pursuant to Annex B (also displayed in the Library and on the LIS website).
- (8) Electronic notices will be sent for "soon due", "overdue", "hold available" and "recall" items. Notices are sent to the e-mail address noted down in the user's library file. It is the user's responsibility to ensure updates. Non-receipt of a notice does not cancel the fines or sanctions.
- (9) Users are responsible for all borrowed and consulted items. If items are marked, stained, damaged or stolen, the person responsible for such damage shall be obliged to pay compensation. Compensation will be demanded in the amount of the item's current replacement value.

5. Acknowledgement and Compliance with LIS Provisions

- (1) By using the LIS, the user acknowledges and commits to comply with these Provisions and its annexes.
- (2) The Hertie School Management may apply sanctions against users who don't comply with these Provisions.
- (3) The current version of these LIS Provisions shall take effect on 01.09.2015 and remain in force until amended or revoked.

Contacts:

Hertie School of Governance
Library and Information Services
Friedrichstraße 180, 10117 Berlin
Tel.: 030/25 92 19-410
E-Mail: library(at)hertie-school.org

Annex A: Document Type Loan Policy

Newspapers:	May not be removed from the Coffee Lounge
Journals and magazines:	May be taken for photocopying outside the LIS for a short time against a deposit (e.g. LIS user card or an ID card)
Books (Reserve collection):	Two hour loans
Books (Reference collection):	Weekend loans, may be signed out after 4:00 pm on Fridays
Videos, DVDs:	May be borrowed for the duration of 7 days

Please see the details applicable to user lending status below:

	No. of items	Books	DVDs
Faculty, Research Associates, PhD Candidates, Postgraduates, Staff	100	29 days	7 days
MPP/MIA Students	20	8 Days (books without dots) 29 Days (books with blue dots) Weekend Loan (books with red dots)	7 days
EMPA Students	20	29 days	7 days
Alumni (in Berlin)	10	8 days	Not authorized
External users of partner institutions	20	8 Days (books without dots) 29 Days (books with blue dots)	7 days
External users	10	8 Days	Not authorized

Annex B: Overdue Fees

	1st reminder	2nd reminder	3rd reminder	4th reminder	5th reminder
<i>Sent when?</i>	<i>1st day of overdue</i>	<i>After 7 days of overdue</i>	<i>After 14 days of overdue</i>	<i>After 21 days of overdue</i>	<i>After 35 days of overdue</i>
Hertie Students (MPP, MIA, EMPA)	1,00 €	3,50 € in all	8,50 € in all	15 € in all	The item will be replaced at the user's expense
Alumni	1,50 €	4,50 € in all	14,50 € in all	27 € in all	
External users	1,50 €	4,50 € in all	14,50 € in all	27 € in all	

We will charge 1 €/day for the late return of WEEKEND LOANS and 1 €/hour (2 E/day) for the late return of COURSE RESERVE ITEMS.

Reasons generally considered invalid for waiving or reducing library charges include (but are not limited to):

- Lack of knowledge of the LIS Provisions
- Disagreement with the Library fine/fee system
- Inability to pay library fees or charges
- Material loaned to a third party
- Material not reasonably protected from theft
- Non-receipt of an overdue notice
- Returning items to a library other than the Hertie School Library
- Returning reserved items to the bookdrop boxes instead of the Circulation Desk
- Being out of town
- Forgetting the due date
- Term breaks, leaves, vacations, exams

Paying Library Charges

The overdue fees and replacement charges help keep the Library materials circulating and available to all LIS users.

The LIS seeks to keep borrowers informed of their books' deadlines through notices, but it is each borrower's responsibility to know when items are due and to return them on time. You can check your fees and renew books online by logging into your library account (Library Online Catalogue → User account).

You can pay library charges in person when you visit the library (cash), or you can pay by bank transfer:

Bank name: Deutsche Bank AG

IBAN: DE23 1007 0000 0071 9229 00 (international/European)

Swift: DEUTDEBB (international/European)

Purpose: Library account number*, Library Fees

[Example: 438000111, Library Fees]

* (Barcode number on the back of your Hertie ID Card)