

MAX PLANCK INSTITUTE FOR SOLID STATE RESEARCH MAX PLANCK INSTITUTE FOR INTELLIGENT SYSTEMS

LIBRARY STATUTES

March 20th, 2024

1. General

- 1.1. The library of the Max Planck Institutes is a special scientific library and a common facility of the Max Planck Institute for Solid State Research in Stuttgart and the Max Planck Institute for Intelligent Systems in Stuttgart and Tübingen, as well as the Administration and General Services (hereinafter referred to as MPIs).
- 1.2. The library statutes govern the relation between the library and its users and determine possible types of use. By entering the library, the library statutes are accepted. Library users are obliged to comply with the provisions of the library statutes.

2. Access to the library

- 2.1. Opening hours of the library are: Monday to Thursday: 8:00 a.m. - 4:45 p.m., Friday 8:00 a.m. - 3:15 p.m. The core service hours are 10:00 a.m. - 3:00 p.m.
- 2.2. The library is accessible day and night for employees and guests of the MPIs with an MPIs identity card.
- 2.3. Those who are neither employees nor guests of the MPIs are only allowed to enter the library after having signed on with the library staff within the opening hours. At the entrance to Heisenbergstr. 1 or 3 they will be given a visitor identity card which has to be kept clearly visible. Visitors are obliged to return the identity card before the library closes.

3. Use

- 3.1. Every user is obliged to put back all media, furniture and objects after use.
- 3.2. With the exception of the guest offices and selected meeting areas, workstations in the library may not be reserved in advance. Anyone leaving the library for several hours must vacate their seat. The meeting areas can be booked for business meetings of employees and the guest offices for short-term guests of the MPIs on an hourly or daily basis.
- 3.3. Only employees and guests of the MPIs are allowed access to full text versions of licensed electronic resources. When using licensed resources the terms of use of the respective publisher or provider must be observed, including but not limited to the following:
 - The full texts of articles may only be printed or saved for personal or research purposes.
 - Systematic downloading of articles or search results, in particular by robots, is prohibited.
- 3.4. Bringing food or animals into the library is not allowed.
- 3.5. Users of the library are asked to show consideration for each other. This applies especially to conducting meetings, the use of mobile phones and the use of videoconferencing services.

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4. Borrowing

- 4.1. Employees and guests of the MPIS may borrow the available literature for personal use at their workplace. Borrowed media must remain within the MPIS. If the users are absent from the institutes, they must ensure that the media are accessible to library staff at all times. Those who are neither employees nor guests of the MPIS are not permitted to borrow any media.
- 4.2. When borrowing library media, every user is obliged to follow the current official borrowing procedure. Users must make sure that even if they cannot return borrowed media in person, they are still returned on time.
- 4.3. Library staff may recover media that have been incorrectly borrowed or are overdue from the workplace of the borrower.
- 4.4. If any media is borrowed from another employee, there is an obligation to transfer these media to one's own library account.
- 4.5. Media that are marked as non-circulation collections cannot be borrowed.

5. Inter-library loan / supply of documents (only for employees of the MPIS)

- 5.1. Literature that is not available in the library can be ordered via inter-library loan.
- 5.2. Items that are only available at the University of Stuttgart library but cannot be borrowed must be viewed or copied on site. For employees from Tübingen, the library staff can make copies.

6. IT equipment

- 6.1. The computer workstations and IT equipment in the library are for scientific work only and may only be used on site. Use for other purposes or outside the library is prohibited.
- 6.2. The "MPI - Solid State Research Rules for Computer and Network Security" and the "Rules for Use for the EDP Infrastructure at the MPI for Intelligent Systems" apply.

7. House rules/Checks/Lost Property

- 7.1. The library rooms are subject to the respective statutes of both MPIS. The library management exercises domiciliary rights on behalf of the institute management of both MPIS. The head of the library has the right to grant other library personnel the power to exercise domiciliary rights.
- 7.2. If internal users contravenes the library statutes seriously or repeatedly, or the continuance of the relationship between the users and the library becomes untenable, the library management will inform the respective institute management promptly. Users may be temporarily or permanently barred from the library of the MPIS by written or verbal order of the institute management. All obligations arising from the respective user relationship remain valid after the exclusion.

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- 7.3. Users must show their user identity cards when requested by the library staff.
- 7.4. If there is reasonable grounds for suspicion, the library staff may inspect the contents of brief-cases, bags and other cases.
- 7.5. Items left behind will be treated as lost property by the library; they will be handed to the facilities management.

8. Coming into effect

The library rules will come into effect when they have been signed, and replace the version from September 15th, 2011.

for the Max Planck Institutes

Chair of the Joint Commission

Date: _____

Prof. Dr. Bettina V. Lotsch

Managing Director Max Planck Institute
for Solid State Research

Date: _____

Prof. Dr. Bettina V. Lotsch

Managing Director Max Planck Institute
for Intelligent Systems, Stuttgart

Date: _____

Prof. Dr. Christoph Keplinger

for the Works Councils

Administration and General Services

Date: _____

Thomas Frohmader

Max Planck Institute
for Solid State Research

Date: _____

Benjamin Stuhlhofer

Max Planck Institute
for Intelligent Systems

Date: _____

Prof. Dr. Gunther Richter