

Hertie School Library and Information Services (LIS) Regulations

1. Applicability and Objectives

- (1) The following regulations apply for the use of the Library and Information Services (LIS) of the Hertie School of Governance (hereafter, the Hertie School).
- (2) The LIS is open to the general public. As an academic library, the LIS serves research, teaching, and study purposes.
- (3) The LIS provides services and resources to all members of the Hertie School, consisting of the Management (the President, the Deans, and the Managing Director), staff members (faculty members, academic and administrative staff), enrolled students, external lecturers as well as affiliates while performing duties for the School and its 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. Conduct within the LIS and the Reading Room

- (1) The library is accessible during the campus opening hours. Hertie School members (students, academic and administrative staff) can enter the library outside of the service hours using their Hertie School key.
- (2) Every person using the LIS and reading room is expected to behave in a respectful and considerate manner towards the other library users and 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 prompted to leave.
- (3) The LIS adheres to the principles of intellectual freedom and protects the privacy of its users. It will not release any information via which users can be identified to any person or agency for any reason, except in case of applying sanctions.
- (4) Users are obliged to show consideration for others who want to read or study in silence. Mobile phones must be turned off when entering the reading room, as the use of mobile phones is prohibited therein. Phone calls shall be made outside of the library and study areas only.
- (5) Reserving seats is not allowed (by placing personal belongings, etc.).
- (6) The LIS shall assume no liability for users' possessions. Lost items will be stored at the Central Office.
- (7) Users may 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 regulations as well as any instructions from the LIS staff. They are liable for any damage or unfavourable consequence for the LIS resulting from the breach of the regulations 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 reading room are provided for research and study purposes 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 comply at all times with the database copyright holders' terms and conditions. Unauthorized use, such as redistribution or 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 IT staff. Users will be held liable for any damage to the devices.

4. Loan regulations for the LIS Resources

- (1) If users wish to borrow materials from the library, they shall use the self-check terminal or 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) 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.
- (4) Not all library materials circulate. Different rules apply to special documents such as newspapers, journals, DVDs, reference books etc. For items that do circulate, the length of the loan period may vary depending on both the user status of the borrower and the borrowed item. The lending rules pursuant to Annex A apply. Please check with the Circulation Desk.
- (5) Hertie School students and staff can order book and journal articles from distant libraries via interlibrary loan and document delivery services. This service is free of charge for Hertie School faculty, students, and staff. External users have to pay all costs that incur due to an order, such as document delivery fees, postage and packing.
- (6) 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).
- (7) Electronic notices will be sent for "soon due", "overdue", "hold available", and "recall" items. Notices are sent to the e-mail address registered in the user's library account. It is the user's responsibility to ensure contact information stays up-to-date by informing the library staff of any changes in the contact details. Non-receipt of a notice does not cancel fines or sanctions.
- (8) 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 Regulations

- (1) By using the LIS, the user acknowledges and commits to comply with these Regulations and its annexes.
- (2) The Hertie School Management may apply sanctions against users who do not comply with these Regulations.
- (3) The current version of these LIS Regulations shall take effect on September 1st 2018 and remain in force until amended or revoked.

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 loan
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	7 days (books without dots) 29 days (books with blue dots)	7 days
EMPA Students	20	29 days	7 days
Alumni (in Berlin)	10	7 days	Not authorized
External users of partner institutions	20	7 days (books without dots) 29 days (books with blue dots)	7 days
External users	10	7 days	Not authorized

Annex B: Overdue Fees

	1st reminder	2nd reminder	3rd reminder	4th reminder	5th reminder
<i>Notice sent</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 € / item	2,50 € / item	5,00 € / item	8,00 € / item	The item will be replaced at the user's expense
Alumni	1,00 € / item	2,50 € / item	5,00 € / item	8,00 € / item	
External users	1,00 € / item	2,50 € / item	5,00 € / item	8,00 € / item	

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

- Lack of knowledge of the LIS Regulations
- 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 book drop boxes instead of the Circulation Desk
- Being out of town
- Forgetting the due date
- Term breaks, leaves, vacations, exams

Paying Library Charges

Overdue fees and replacement charges help keep 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)