

Library Guidelines

The library is open for all students of geography and other institute members.

Regulations:

- Books can be used at the study space, but must be placed back afterwards.
- The consumption of food and drinks other than water in the library is not allowed
- Jackets and bags must be deposited at the entrance; lockers are available for this purpose (student ID as deposit).
- When leaving the library, the baskets or work documents must be presented to the library staff unsolicited.
- Maintain silence in the reading areas to not disturb other users. Quiet talking only is allowed in the working group area.

Borrowing literature

- borrowing is limited to students of geography or other institute members
- up to three titles per person
- overnight, i.e. from 4 pm to 10 am the following day
- over the weekend, i.e. from Friday 2 pm to Monday 10 am

Loan periods cannot be extended because of the presence character of the library.

Not to be lent:

- atlases
- Literature of the signatures: yellow B (bibliographies)
- Literature of the signatures: yellow Ca-Cm
- Literature from mobile shelving
- reprints
- specially marked publications from the archive

Exceeding the loan period:

Failure to return books three times less than 24 hours (i.e. same day but after 10 am) → suspension of borrowing privileges for one month

Failure to return items for more than 24 hours (i.e. one day late) → suspension of borrowing privileges for one month

Failure to return items for more than 48 hours → suspension of borrowing privileges for three months

Scanner

The library has two scanners available to scan images, graphics, tables and drawings for the use in presentations or dissertations. The scanned documents can be saved directly on an USB flash drive or sent via e-mail. Pages of books or booklets can be easily scanned in high resolution by using the book scanner.

Please ask the library staff for scans of non-lendable literature (e.g. atlases, reprints or archival documents).

The scanning of texts or text passages is not allowed for copyright reasons!