Library at the Research Centre for Eastern and South-Eastern Europe Regensburg

Regulations of use

The Library at the Research Centre for Eastern and South-Eastern Europe Regensburg ("Library") is operated jointly by the Leibniz Institute for East and Southeast European Studies, the Institute for Eastern European Law and the Hungarian Institute. It is a publicly accessible, specialised academic library that collects literature on the history, economics, law, politics, literature and linguistics (e.g. Slavic studies, Hungarian studies, Romanian studies, Albanian studies), regional studies, society, culture and religion of all the countries of Eastern and South-Eastern Europe.

§ 1 General

(1) The Library at the Research Centre for Eastern and South-Eastern Europe Regensburg is a repository library. Its holdings can be used by placing an order in the electronic catalogue (OPAC). Holdings located in the open shelves of the reading room are intended for in-house use.

(2) As a centre of excellence with supra-regional aspirations, the library also serves to support other academic institutions at national and international level. In addition, it promotes the exchange of information on collection-related, scientific and socio-political topics in various forms.

§ 2 Authorised users

(1) The Library at the Research Centre for Eastern and South-Eastern Europe Regensburg is primarily for the use of members of the supporting institutes. Members are all staff employed there as well as persons who work at institutions of the Research Centre on the basis of an agreement (such as doctoral students and visiting academics).

(2) In addition, use of the library is expressly open to all those interested in science or the subject. In principle, it is open to all people, regardless of gender, nationality, ethnic origin, religion, ideology, physical or mental impairment, age or sexual orientation, etc. The library is a non-commercial place of exchange and encounter where its staff and guests treat each other with respect and mutual consideration.

(3) A valid library card from the Research Centre entitles the holder to use the library collections.

§3 Opening hours

(1) The library reading room is accessible to authorised users at the following times:
Monday to Thursday 10.00-17.00,
Friday 10.00-16.00 hrs.

(2) In the period from 1 August to 15 September, restricted opening hours apply:
Tuesday to Thursday 10.00-16.00,
Monday and Friday closed.

§ 4 Access to the library

(1) Access to the reading room during the library's opening hours and the use of media in the reading room do not require separate registration.

(2) Access to the stacks is restricted to library staff only and is not permitted to users.

§ 5 Lending

(1) The majority of the library's holdings can be ordered for loan outside the library. In this case, media must be collected from the circulation desk in the reading room, where the loan is registered.

(2) Up to 10 items may be borrowed at any one time. Electronic media are excluded from this regulation; they are to be used in accordance with the licence conditions.

(3) Journals, newspapers and the holdings of the Institute for Eastern European Law are generally excluded from lending.

(4) There are fixed availability times for ordered media: Media ordered between 10:00 and 15:00 (on Fridays until 14:00) can be collected on the same day from 16:00 (on Fridays from 15:00). Orders placed after 15:00 can be collected from 11:00 on the following day.

(5) The library management is authorised to impose restrictions on lending in special cases.

§ 6 Loan period and return

(1) As a rule, a loan period of 4 weeks (members of the Research Centre) or 14 days (external users) applies to borrowed media. The loan period can be extended once, provided there are no reasons to the contrary. Members of the Research Centre may be granted special loan periods after consultation with the library management.

(2) All borrowed media must be returned no later than the day on which the loan period expires. If items are returned by post, the borrower must ensure that they arrive at the library on time.

§ 7 Participation in interlibrary loan

(1) Literature not available in the library can be ordered by members of the Research Centre via interlibrary loan as well as via cooperating local libraries (local loan service). The respective

interlibrary loan regulations apply. External users should contact their home library for interlibrary loans.

(2) The loan periods of the lending libraries must be observed.

(3) If an ordered item cannot be borrowed externally, it will be made available in the reading rooms.

§ 8 Use of workstations, PCs and internet services

(1) The library provides search PCs, workstations and network connections in the reading room. These may not be used for non-library purposes. Non-library use is anything that hinders the work and mission of the library and/or violates legal regulations.

(2) Users are liable for damage caused by manipulation or other unauthorised use of library equipment. Defects in the equipment recognised before and during use must be reported to the library staff immediately.

§ 9 Reproduction

(1) A book scanner is available in the library reading room for copying.

(2) The use of the library scanner is free of charge. A USB stick for saving the file must be obtained independently.

(3) Copyright restrictions must be observed. The responsibility for this lies with the library users.

§ 10 Duties of behaviour and care

(1) Please be quiet and considerate of other library users in the library reading room. It is not permitted to eat, smoke or vape in the reading room. Drinks may only be taken into the library in sealable cups or bottles.

(2) Library users undertake to treat the library's holdings with care. In particular, it is not permitted to make entries of any kind in books and journals, to underline, to crease pages or to leave marker notes.

(3) The borrower assumes liability for all borrowed media. Media and other work equipment provided may not be passed on to third parties.

(4) Coats, bags and other items not required for work must be locked in lockers. Coin-operated lockers are available. No liability is accepted for the cloakroom. The library is authorised to carry out security and control measures if there are specific facts that indicate a violation of the law or the user regulations.

§ 11 Use of electronic resources

(1) The library also makes its holdings available as electronic resources.

(2) Access to electronic resources may be restricted for user groups or individual users for legal or

organisational reasons.

(3) All persons employed at the Research Centre and external library users undertake to comply with the statutory regulations on copyright protection and the applicable licence conditions when using the electronic resources.

§ 12 Data protection

(1) The library is authorised to collect, store and manage personal data insofar as this is necessary for the fulfilment of its tasks. The provisions of the GDPR are observed.

(2) When using the PCs and the network environment in the reading room, users themselves are responsible for the protection of their personal data.

§ 13 Supplement to the user regulations

The library management is authorised to issue supplementary regulations to these user regulations.

§ 14 Exclusion from use

(1) Anyone who repeatedly or seriously violates the usage regulations or the instructions of the library staff may be excluded from use for a limited or unlimited period of time, partially or completely.

(2) The same applies if the continuation of the user relationship has become unreasonable for other reasons. All obligations arising from the user relationship shall remain in force after the exclusion.

(3) In the case of particularly serious offences, the library is entitled to inform other libraries of the exclusion and the reasons for it.

(4) The decision to exclude a user from the library is the responsibility of the library management.

§ 15 Entry into force

These regulations enter into force on 27 November 2025. It replaces the previously used user regulations.