

## **Library Policy**

### **Max Born Institute for Nonlinear Optics and Short Pulse Spectroscopy (MBI) in FV Berlin e.V.**

#### 1. MBI Library

The library of MBI is available for all members and registered guests according to the user rules. Persons who are not members or guests of the MBI have the possibility to access the printed books and electronic media only inside the MBI library room, and only after registration; the borrowing of books or journals is not permitted for external users.

For members and guests of MBI, the lending procedure requires a user account that will be created by the library staff. The account includes name, phone number and e-mail address of the user and his/her organizational assignment within the MBI. Every borrowing process will be recorded at the user account.

The library staff will be available for advice and information from  
Monday – Friday, 9 am – 3 pm.

Lending is only possible during these opening hours as the library staff will have to handle the borrowing procedure. Members of the MBI can enter the reading room through the common locking system outside the opening hours. It is not allowed to provide access to the library to any external users without a previous registration.

#### 2. Library Services

The following services are offered by the MBI library:

- Acquisition of, indexing of and providing scientific literature for research, studies and teaching purposes;
- maintenance and provision of an online catalogue (Libreja);
- supporting the acquisition of literature that is not locally available through participation in the national lending system and the “documents delivery service”;
- providing electronic media and data bases through the MBI intranet;
- support of literature search in data bases of libraries, associations or book trade;
- development and maintenance of a data base for MBI publications according to the rules of “good scientific practice” as well as the maintenance of an MBI publication archive.

### 3. New Acquisitions and Purchase of Literature

Books and media that should be purchased or licensed for the library or for internal use in the institute will be ordered and licensed exclusively by the library.

The library staff collects proposals for acquisition, but orders can only be made after initial checks by the responsible librarian and only after approval by the institute management. Whenever a department wishes to purchase a book or document, the procurement orders have to be delivered to the library. The department has to cover the costs; the purchased literature will be included in the catalogue (Libreja). The respective department is responsible for the in-house availability.

Monographs, journal articles, and proceedings that are not locally available will be purchased by the library and will be made available for the MBI members without charge. The acquisition of books take normally 3-4 days, journal papers will be available in 1-2 days. The usage of the media is subject to the regulations of the libraries that legally own these media or to the licensing terms of the publishing companies.

In case of an interlibrary lending, the user has to obey the lending time frames. Potential charges due to non-compliance will be invoiced to the user.

### 4. Use of Library Materials and Lending

#### 4.1. Lending from MBI and Interlibrary Loan

Monographs and text books that are labeled as reference books cannot be lent. The lending period for the remaining book collection is for 4 weeks with a single extension of an extra 4 weeks. Lent copies can be pre-ordered at the library; the lending period of pre-ordered copies cannot be extended. The handing out of lent copies to a third party is not allowed, also not to third persons within the MBI.

#### 4.2. Journals

Journals (bound in hardcovers or softcover) cannot be lent at all, but copies can be made.

#### 4.3. Return, Loss, and Damage

If lent copies are not returned within the lending period, a reminder will be sent with a deadline of 2 weeks. If the copy is not returned within this extension period, it will be purchased by the MBI at the expense of the lender.

By termination of employment at MBI every lent media has to be returned to the library within time and completely as it is written on the “docket for termination of employment”.

Potential loss and/or damage costs will be charged at the borrower's expense.

## 5. E-Media

Online access to e-journals or data bases will be provided through the library's webpage.

Every user is personally responsible for the compliance of the copyright and the terms of use of the publishers. Also, in case of documents provided through document delivery services, the terms of license are to be strictly adhered to.

In general, only members and guests of the MBI are allowed to have access to full texts. A systematic download of documents is not allowed; publishers may react with a general blocking of the MBI account.

It is only allowed to use the full text access for personal use and research purposes. Copies that are provided by document delivery services can be usually printed only twice and they are readable only for 30 days; after that the documents will be invalidated.

## 6. Duplication

Members and guests of the MBI are free to make copies of documents. For the compliance of the copyright the user is personally responsible. The library staff will provide at request information about the copyright.

## 7. Liability of Users

Every user of the library services is liable for all disadvantages and adverse consequences that arise from the abuse or illegal use of media and electronic resources or from any violation of the library policy. The user is also liable for the loss and damages of media and the full replacement costs (or repair costs in case of damages) will be charged to the user. MBI is not liable for the loss or damage of items brought into the institute from the outside.

## 8. Legal Validity

The library policy enters into action as from Jan 1, 2015. Revised June, 4, 2025.