Terms and Conditions of the Deutsches Museum Library

General information

The Deutsches Museum library is a public scientific reference library open to everyone. It serves as a research library, in particular for the history of science and technology. It also performs an educational role through the communication of knowledge in those fields and a continuing education programme.

The library's mission is to collect and catalogue scientific, technical and historical literature and to make the media in the collection accessible to the public.

Hours

With few exceptions, the library of the Deutsches Museum is open daily, including Saturdays and Sundays, between 9.00 am and 5.00 pm. Exceptions are announced in current postings in the museum and online. The same user services are available on Sundays and holidays as on all other days.

User privileges

Library use is open to all natural persons and legal entities capable of complying with its Terms and Conditions. Children under the age of seven are permitted to enter the library only when accompanied by a parent or guardian.

Entering the library or using its services implies the user's consent to the Terms and Conditions.

Access

Before entering the library, users must place coats, umbrellas, briefcases, bags (including laptop bags), packages, etc. in the lockers provided.

Users may take their own books into the reading rooms, but must present them for inspection at the entrance.

Users are expected to refrain from creating disturbances of any kind in the library rooms, from interfering with library operations and to treat all furnishings and equipment with care. They shall comply with these Terms and Conditions and the instructions of the library staff.

Users are liable for damage to library materials that occur during use. Damage also includes markings of any kind such as underlining or corrections, the folding of leaves, tables or maps or the spilling of liquids. In case of loss or damage, the user must replace or pay for the items in question within an appropriate period.

In the interests of all users and staff, the reading rooms must be as quiet as possible. The use of mobile telephones is therefore not permitted. Food and drinks cannot be taken into the library, with the exception of drinking water in resealable containers in the General Reading Room only. To protect the library materials, the containers must be kept closed and on the floor. Smoking is also prohibited.

Animals cannot be taken into the library.

Screening by staff

For the protection of the collections, the library staff are authorized to ask all library users to present official identification and to check the contents of books, documents, handbags and similar items
permitted in the library.

The library staff is authorized to issue instructions to users. Such instructions must be followed. Persons who disrupt library operations despite a warning by the staff or who fail to comply with staff instructions can be ordered to leave the library.

**Disclaimer**

The Deutsches Museum Library is not responsible for damages resulting from incorrect, incomplete or delayed services or to damage to items brought to the library by users.

**Accreditation**

Formal accreditation is not required for use of the reading rooms.

**Information**

The library information desk in the reading room provides verbal, written and telephone information. The appraisal of the value of books or similar items is not part of the tasks of the library.

**Catalogues**

The reading room collections are freely accessible.

For the entire collection (including rare books and the storage facility), the following search resources are available to users:

- OPAC (Online Public Access Catalogue) for electronic searches of books and periodicals
- Formal alphabetical card catalogues of authored and anonymous materials
- Alphabetical subject catalogues
- Historical journal article catalogue in card catalogue format for the period up to 2000
- Microfiches
- Databases

**Orders from the storage facility**

Materials can be ordered from the storage facility for use in the reading room. This service is available as part of the immediate lending service, which is also offered on weekends. Ordered books must be picked up at the check-out desk in person and returned there afterwards.

Books retrieved from storage will be reserved at the book check-out desk for one week from the order date. This period may be extended on request. After the end of the reservation period, the books are returned to storage. The number of books requested from storage is limited for all user groups. When the limit is reached, new orders can be placed only after previously ordered books are returned.

In general, the use of the collections can be restricted under legal regulations, official orders, the instructions of private bodies, or for reasons related to the preservation and conservation of materials.

**Reproductions**

Reproductions can be produced in the form of copies or scans (as paper or digital reproductions). Photographs and microfilms can be ordered. Reproductions are produced exclusively from materials
in the library collections.

The reproduction fees are specified in the current version of the Schedule of Fees.

It is not permitted to photograph library materials.

For items in the rare books collection and books more than 150 years old, scanning is the only method available. The same applies to special formats and books unsuitable for conventional copying for conservation reasons. The decision is made by the book lending staff.

As a rule, reproductions are produced immediately subject to the availability of staff. Orders can be issued in writing with advance payment provided. Users are obliged to accept ordered copies.

An order form must be completed for scans. Reproductions of entire books are permitted to the extent permissible under copyright law.

Compliance with copyright, personality rights and other rights is the exclusive responsibility of the user.

Lending

Due to its status as a reference library, the Deutsches Museum Library engages in active lending only to a limited extent. Borrowing under interlibrary loan arrangements is provided exclusively for museum staff members.

As a result of participation in lending activity, the entire collection is not always available. This also applies to work copies and publications borrowed by staff working at the museum.

Internet work stations

The Deutsches Museum Library provides its users with free internet access.

The work stations are intended for carrying out research. Personal use for such purposes as chatting, email or games is not permitted.

When using these free work stations and accessing the internet, users are responsible for complying with applicable legal regulations, in particular copyright law, the criminal code and data protection regulations. It is not permitted to access pages which glorify violence or with pornographic or racist contents.

It is also prohibited to make changes to the system and network configuration, software or hardware or to use the installed hard disks or removable media.

In case of malfunctions, the library staff must be informed.

The library staff are authorised to monitor the proper use of the work stations and, if necessary, to ban users from accessing them.

Libri Rari (rare book collection)

Manuscripts, old printings, rare materials and historical maps are valuable and can therefore be used only in the rare books reading room. They can be used by all persons with a research or professional interest or other reasonable cause. Extended waiting periods should be expected in case of particularly valuable works, as they are collated. These measures serve to protect and preserve the works so that they can be provided intact for future generations to use. You can help to preserve these materials by handling them with the utmost care.

We therefore kindly ask you to read and comply with the following:

1. Passport or identity card must be presented whenever using the collection.
2. User's name and address are entered in a user book by the staff member at the check-out desk. You must sign the entry to indicate your consent with the terms and conditions and confirm the receipt of the ordered materials. The user book is for internal use only. No information in the user book is made available to third parties.

3. When requested by staff, please use cotton gloves at all times when handling valuable items. The gloves are available at the check-out desk.

4. When setting down and opening books, use the foam pads and wedges provided as appropriate. The snake weights serve to hold the books open at the desired page.

5. Open books cannot be stacked or placed face down when open. Open the old books gently and exercise care when turning the pages. After examining fold-out plates or charts, fold them back as you found them. In case of difficulties, always consult the staff at the check-out desk. When taking notes, use a pencil or a laptop. Writing paper is available in the reading room. Do not place paper or notebooks on top of borrowed materials to write on them. Always write next to the materials.

6. For copies or images from the books, please use the copying office (printouts or files of scanned images) or the imaging office (photos, negatives). For information, please ask at the check-out desk, where the current Schedule of Fees is posted. To preserve the collection, please limit your use of this service as far as possible. Reproductions are produced exclusively by the staff and only when this is not contrary to conservation priorities.

7. Photography is not permitted.

8. Close books when taking breaks. Use only the bookmarks made of acid-free paper available at the check-out desk. Do not place any other items in the books.

9. When leaving your workplace for extended periods, please return the items to the check-out desk. You are liable for any damage to the items used by you.

10. Any previous damage or damage caused by you must be reported to the staff immediately. Never attempt to repair damage yourself.

11. In some cases, other mandatory instructions may apply, particularly in case of literature provided through inter-library loan.

12. Present yourself to the staff at the check-out desk whenever entering or leaving the rare books reading room.

13. The instructions of the library staff must be followed at all times.

Praise and criticism

Please address any feedback to the reading room librarian or the Office of the General Director of the Deutsches Museum.

Munich, July 8, 2015

The Library Director