## **BORROWING AND RETURNING LOANS**

Anything taken out of the library hast to be borrowed first. You are allowed to use any library materials in the institute, but you are not allowed to taken them outside of the institute.

Your white institute entrance card has been activated for the library system, and functions as your library card. The normal loan period for all items is up to three months, provided that no-one else requests the item before that. If a request is made, the item has to be returned to the library. You will get a notifications of all your loans to be returned before you leave.

## OPAC AND AVAILABILITY

A green  $\checkmark$  icon in OPAC indicates that the item is currently available in the library. If the book is **on loan**, this is indicated by a yellow  $\checkmark$  icon.

Records 1 - 2 of 2 (maximum display and sort is 20000 records) 📋				Jump to #	
# 🗹 🔀	Author	<u>Title</u>	Year	Location	Items
1	Ash, Avner	Smooth compactifications of locally symmetric varieties	2010	Conf 2464	Holdings
2	Scholze, Peter	Berkeley lectures on p-adic geometry	2020	Aut Scho	🖲 <u>Holdings</u>

The location tells you where to find the item on the shelves.

You might need to consult the floor plan, if you are not familiar with the layout of the library.

Borrow the material by using the self-service terminal by the entrance of the library.

Start by clicking on "Borrow" on the screen of the terminal, and then following the instructions on the screen.

If the item is on loan, contact the librarian and request the book. She will then let you know, when the item has been returned and you can come and collect the book from the library.

## **RETURNING YOUR LOANS**

Use the self-service terminal by clicking on "Return" and then following the instructions on the screen. You do not need your library card when returning loans. After the books have been returned, place them on the shelf marked "Returns". The library staff will shelf the returned books for you.

## **ITEMS NOT IN THE LIBRARY COLLECTION**

Send the details of the needed item to <u>library@mpim-bonn.mpg.de</u>, and indicate if you would like us to buy the item or request it as an interlibrary loan. The decision to buy the book must be approved by the researcher acting as the library liaison, but interlibrary loan is always possible as long as the item is available in one of German university libraries.

Interlibrary loans take mostly 1-2 days in case of page copies and 5-7 days, if a whole book is requested and sent by post.