

Library regulations for Max Planck Institute for Mathematics



General Information

- 1) The library of Max Planck Institute for Mathematics (hereinafter: library) is a scientific special library whose library collection reflects the working areas of the institute.
- 2) The library primarily serves the scientists of the institute in their search for scientific information.
- 3) The use of the library is governed by these library regulations.

Authorized users

- 1) Users of the library are the employees of the Max Planck Institute for Mathematics as well as scholarship holders and guests of the institute.
- 2) Other persons may use the library for scientific research during the opening hours of the institute.

Borrowing and returning loans

- 1) The MPIM library is a reference library and that is why all borrowed library material must stay on the premises.
- 2) It is strictly forbidden to take any library material out of the institute.
- 3) The institute entrance card doubles as library card, and this enables guests borrowing library material using the self-service terminal in the library. The entrance card will be automatically activated as library card on the first day of a guest visit, provided that the person has borrowing privileges.
- 4) No library material shall be taken out of the library until the loan has been correctly recorded.
- 5) The normal loan period for items borrowed is three months. For shorter visits, the loan period is shortened accordingly, and thus reflects the length of the individual visit. All loans will expire on the last day of the visit at the latest.
- 6) Any library book may be recalled while on loan if required by another user, and this is done by e-mail. All recalled items should be returned to the library staff within max. 3 days. In urgent cases the library reserves the right to remove any items on loan from the offices even before the due date. The person holding the item is informed of the removal in writing.
- 7) Requests about items on loan can be made in person or by e-mail to the library staff.
- 8) Library courtesy notices are sent by e-mail to all persons holding loans a few days before the loans are due, so that users can bring them back on the due date or renew them.
- 9) Users can renew their loans by using the self-check terminal or by emailing a request to the library staff at library@mpim-bonn.mpg.de.
- 10) Loans are to be returned by the self-service terminal and then placed onto the book shelf marked "returns" near the terminal. The library staff will shelf all returned items.
- 11) Guests leaving the institute must return all loans before their departure.
- 12) Individual journal issues cannot be borrowed, but they can be read and copied in the library.

Copying

- 1) Copying, scanning and printing facilities are provided in the library.
- 2) All users are personally responsible for ensuring that they observe the license agreements and the requirements of the copyright legislation currently in force, when scanning, printing and making photocopies of library material.

Video surveillance

There is a security system installed to prevent theft of library material. If an un-borrowed item with an active security component passes the security gates, it triggers the alarm system. An acoustic alarm will sound and simultaneously the security camera is activated. A short film clip is made of the exit of the library. Information about date, time and location are also recorded.

Only the library staff has the right to access these clips. The access is granted through the local PC of the library staff, which is protected by a password. All taped data is deleted by the library staff as soon as it becomes unnecessary and the case has been resolved.

Conduct

- 1) Noise should be kept to a minimum in all areas.
- 2) Mobile phones should be switched off or in silent mode in the library. Any telephone conversations should be conducted outside library premises.
- 3) Eating and drinking (except bottled water) is not allowed in the library in order to avoid damage to library items, equipment, furniture or premises, and to prevent disturbance to other users.

Personal belongings

- 1) Library users are responsible for the security of their own property.
- 2) There are lockers on the entrance level of the institute or in the open area (room 311) on the third floor for personal belongings.

Data protection

Data controller:

Max-Planck-Gesellschaft zur Förderung der Wissenschaften e.V. (MPG)

Hofgartenstraße 8

D-80539 München

Telefon: +49 (89) 2108-0

Kontaktformular: <https://www.mpg.de/kontakt/anfragen>

Internet: <https://www.mpg.de>

Data protection officer:

Heidi Schuster

Hofgartenstraße 8

D-80539 München

Telefon: +49 (89) 2108-1554

E-Mail: datenschutz@mpg.de

Personal data for authorized users will only be processed, stored and used as far as it is needed for the use of library services, e.g. issuing, returning and renewing library loans. The personal data is provided by the institute's administrative database and is imported into the library database on the first day of a visit. The list of items on loan and loan statistics will be produced by the actions of each individual user; as will be the video recordings as soon as one tries to remove un-borrowed library material from the library.

The following data are necessary for the library management system:

- Name of the user
- Email address of the user
- Office number in the institute
- Identification numbers of the entrance card
- Start and end date of the visit
- Data related to the library loans

The processing of personal data is necessary for the performance of a contract to which the individual is party to, and so Article 6 (1) b) General Data Protection Regulations (GDPR) serves as the legal basis for the processing of personal data in case of the library services (i.e. library loans). Article 6 (1) f) GDPR is the legal basis for the case of video surveillance in the library in connection with library security. All personal data will be deleted as soon as they become unnecessary for the purpose they were collected for. In the case of the library management system, the data is deleted once the guest has left the institute and all items on loan have been returned. In the case of video surveillance the data is deleted once it has been established that the item is either properly on loan or can be found in the library.

Rights of individual users

Persons, whose personal data have been collected for the aforementioned services, have the following rights, to the extent that no legal exceptions are applicable in individual cases:

- Information (Art. 15 GDPR)
- Correction (Art. 16 GDPR)
- Deletion (Art. 17 GDPR)
- Restriction of processing (Art. 18 GDPR)
- Data transmission (Art. 20 GDPR)
- Revocation of processing (Art. 21 GDPR)
- Revocation of consent (Art. 7 (3) GDPR)
- Right to lodge a complaint to regulator (Art. 77 GDPR). For the MPG, this is the Bavarian Data Protection Authority (BayLDA), Bostbox 606, 91511 Ansbach.