



Regulations on the Use of the Library of the German Bundestag

Upon the recommendation of the Commission of the Council of Elders on Internal Affairs, the Council of Elders of the German Bundestag adopted the following Regulations on the Use of the Library of the German Bundestag on 26 June 2008:

Section 1 – Functions

- (1) The primary purpose of the Library of the German Bundestag is to supply information and literature to Parliament, its bodies and the Bundestag Administration. The Library of the German Bundestag stores the majority of its collections in book stacks and lends out items from its stocks, provided that the items concerned are not for reference only.
- (2) The Library performs the following functions:
 - a) acquisition, indexing and supply of national and international literature of parliamentary relevance, in printed and electronic form, in its main collection areas of politics, law, economics, social sciences and modern history. These collections are supplemented by publications in other specialist fields to the extent necessary for the work of Parliament;
 - b) indexing of articles from German and foreign periodicals, yearbooks and collected works;
 - c) provision of information about the Library's stocks via publication services and exhibitions, and compilation of information dossiers on specific topics;
 - d) listing of Internet links by subject area and topic, offering direct access to external full-text services and databases;
 - e) provision of advice on the range of media available from the Library, as well as information services and literature searches;
 - f) interlibrary loan service: specialised literature not available in the Library and required for official purposes can be loaned from other libraries.

(1) The following persons are entitled to use the Library and the range of electronic publications available on the Intranet for which the Library holds the relevant licences:

- a) Members of the German Bundestag and their employees on their behalf;
- b) parliamentary group staff;
- c) employees of the Bundestag Administration.

(2) With the exception of the licensed Intranet content, the stocks and services of the Library are also available for use by:

- a) former Members of the German Bundestag;
- b) current and former German Members of the European Parliament;
- c) the federal authorities, and *Land* authorities located in the area of Berlin;
- d) diplomatic missions,
- e) journalists accredited to the German Bundestag.

(3) In addition, the Library management may grant permission to use the Library of the German Bundestag to any person or institution not specified in Section 2, paragraphs 1 and 2 demonstrating a legitimate interest.

Section 3 – Lending

(1) Persons wishing to borrow items from the Library of the German Bundestag must obtain a library card. The card allows the user to be clearly identified by the Library's issue system. By signing the card, the user accepts the provisions of the Regulations on the Use of the Library and agrees to be bound by them.

(2) The library card is issued by the issue desk upon application. The card remains the property of the German Bundestag and must be handed back immediately on request.

(3) Together with the library card, a personal password is also issued; this is required in order to request literature and gain access to the user account.

(4) The library card is transferable and thus enables any person who is entitled to use the Library to collect requested material and take it out on loan.

(5) Any loss of the library card must be notified to the Library immediately so that the user account can be blocked for further requests and loans, thus preventing misuse.

Section 4 – Loan periods, renewals and reservations

(1) The loan period for books is four weeks. For bound volumes of periodicals, the loan period is two weeks. The Library management may agree different loan periods and renewal options. For frequently used publications, or if there is an urgent parliamentary

need, the loan period may be reduced; this may also occur after an item has been issued to a borrower.

(2) The loan period is automatically extended (i.e. the item is renewed) if no other user has reserved the item.

(3) The items taken out on loan must be returned to the Library unsolicited at the end of the loan period/renewal period(s). If the item is overdue, the Library will send a written reminder requesting its return.

(4) For items obtained via interlibrary loan, the loan periods applicable are those determined by the owning library. The borrower is responsible for any charges incurred due to the late return of the item.

(5) Issued items may be reserved for interlibrary borrowing.

Section 5 – Restrictions on use

(1) The following items may only be consulted in the reading room:

- a) items from the reference stocks;
- b) unbound periodicals and loose-leaf works;
- c) works published before 1900;
- d) particularly valuable items.

(2) In justified cases, a restriction on use specified in paragraph 1 may be waived by the Library management.

(3) Access to individual works may be restricted if legal provisions in force or the rights of third parties so demand.

(4) Users of items obtained via interlibrary loan are required to comply with any conditions of use stipulated by the owning libraries.

Section 6 – Ready-reference collections

(1) Items required on an ongoing basis for the performance of official duties may, upon application, be made available to the organisational units of the Administration of the German Bundestag for their ready-reference collections. The request must be justified by the head of the organisational unit concerned and must be submitted to the Head of the Library. The head of the organisational unit is responsible for the ready-reference collections. In the event of the organisational unit being dissolved, the items must be returned to the Library; the same applies if the items are no longer needed.

(2) The committees and other bodies of the German Bundestag may, upon request and subject to the availability of funds from the budgetary resources designated annually for this purpose, be supplied with literature that is required on an ongoing basis for the

performance of parliamentary work. The request must be submitted by the head of the relevant secretariat to the Library management. At the start of each new electoral term, a review must be carried out to determine which of the items supplied are no longer needed. In the event of a body being dissolved, the items must be returned to the Library.

Section 7 – Conduct in the reading rooms

In the interests of all users, the greatest consideration must be shown and any disturbance must be avoided. The use of mobile telephones, in particular, is not permitted.

Section 8 – Use of the Internet in the reading rooms

(1) The Library provides personal computers (PCs) with Internet access in its reading rooms for the purpose of research. The use of the Internet is permitted solely for official or scholarly purposes. Any misuse of the Internet, particularly the violation of the relevant protection provisions of the Criminal Code, the Youth Protection Act and data protection law may result in the user being excluded from use of the Library and being reported to the relevant authorities.

Section 9 – Copyright

It is the user's responsibility to respect existing copyright. If such rights are not respected, the user alone is liable to third parties.

Section 10 – Liability

(1) The user must treat the items supplied by the Library with care and must protect them from destruction, damage and staining. In particular, any action which alters the condition of the items, such as the insertion of notes, marks or underlining, is prohibited. The user logged in the issue system as having borrowed the item is liable for any damage or loss. Loss or damage should preferably be made good by the supply of a replacement copy rather than reimbursement of the cost of the item.

(2) Users who violate the provisions of these Regulations on the Use of the Library of the German Bundestag and their implementing provisions may be excluded from use of the Library.

Section 11 – Reproductions

(1) Copies of documents are made available free of charge to the persons specified in Section 2, paragraph 1 and paragraphs 2a) to d) for official purposes. The same applies to copies made within the framework of rendering administrative assistance to other authorities.

(2) The costs of copying documents for persons falling within the scope of Section 2, paragraph 2e) and paragraph 3 are charged to the said persons. The charges are based on the overview of costs drawn up by the Library for the reproduction of material.

Section 12 – Implementing Provisions

These Regulations on the Use of the Library of the German Bundestag may be elaborated by means of appropriate implementing provisions which shall be binding on the relevant institutions and groups of persons. The implementing provisions shall be adopted by the Secretary-General of the German Bundestag.

Section 13 – Entry into Force

These Regulations shall enter into force upon signature by the President of the German Bundestag. They shall replace previous Regulations and particularly the Regulations on the Use of the Library of the German Bundestag of 27 August 1976.

Berlin, 27 June 2008

The President
of the German Bundestag