

Library rules and regulations

1. General information

Items like bags, coats and food may not be taken into the library. They should be stored in the lockers. Staff members provide keys in exchange for a deposit ID.

When leaving, customers should submit any book or object for inspection if requested by the library staff.

Theft will be reported to the authorities.

2. Loan rules

Students of the University of Cologne may borrow up to ten books at a time. The student ID is required whenever borrowing items. Students of other universities in Cologne are allowed to borrow up to five books at a time. External users may take books out for copying in exchange for a deposit. Guest students have to present their guest student ID and a confirmation of their lecturer.

2.1 Regular loan

The regular loan period is 14 days. Loans can normally be renewed by phone for two weeks, if the book is not required for another user.

2.2 Overnight and weekend loan

Journals and books with a red or green point (reference holdings) may only be borrowed overnight or for the weekend. Items can be taken ten minutes before closing time, and have to be returned at opening time the following working day.

2.3 Non-loanable items

Reference books (location marks 00 – 08) and loose-leaf collections may not be borrowed.

2.4 Delayed return

Late return of borrowed materials will lead to the following consequences:

- a) A written reminder will be sent for the return of the borrowed item
- b) With the second reminder, the loan of further items will be suspended for the current semester

Students of other universities are excluded from further loans with the first reminder. All obligations continue after the exclusion.

3. Reading room

The reading room is intended to be a quiet space for study. The use of portable computers and mobile devices is permitted in the reading room provided that they are no distraction to other readers. Water may be consumed in the reading room as long as this is from bottles with a sealable top. Food is not allowed in the reading room. Library staff members are empowered to stop any activity in the Library which they consider prejudicial to the safety, well-being, or security of readers or Library staff or to the preservation of the collections.

Cologne, April 2016