

# **House Rules of Jacob-und-Wilhelm-Grimm-Zentrum**

## **– Amendment to the General House Rules of Humboldt-Universität zu Berlin –**

### **§ 1 General**

The Jacob-und-Wilhelm-Grimm-Zentrum is administered by the University Library, the Computer and Media Service and the Media Library of the Department of Art and Visual History. This facility primarily serves the members of the Humboldt-Universität and supports them in studies, teaching and research.

### **§ 2 Scope of application**

The present House Rules apply to all users of the Jacob-und-Wilhelm-Grimm-Zentrum and are intended to help fulfil the mission of the Jacob-und-Wilhelm-Grimm-Zentrum.

The present House Rules are complementary to:

- the General House Rules of Humboldt-Universität
- the Joint Library Policies and Loan Rates of the Computer and Media Service and the University Library
- the Computer Operating Rules

The enforcement of these House Rules is supported by supplementary regulations, where applicable.

When entering the premises and the building you acknowledge these rules as well as the amendments to these rules. Any violations of these rules may result in you being asked to leave the building or denied further entry.

### **§ 3 General rules of use**

In the interest of all, you are asked to behave in such a way that the rights of users and library staff are not compromised. The instructions of the library and security staff must be followed.

1. Sojourning in the building is permitted only during the opening hours of the Jacob-und-WilhelmGrimm-Zentrum.
2. In public areas and in the forecourt of the building consuming alcohol is strictly forbidden. Carrying und consuming alcoholic beverages is not permitted.
3. Individuals who are under the influence of alcohol or drugs are not permitted to stay in the building. They will be asked, without further justification, to leave the building. If these appear to be in need of medical help, appropriate treatment will be provided.
4. Individuals who do not use the building for study, teaching or research purposes, but remain in the building for excessively long periods, sleep, disturb others with loud conversations etc., will be asked to leave the building, if they do not comply with an initial request to behave appropriately.
5. Guided tours and instructions in the library facilities are carried out by the library staff or by assigned individuals.

6. It is not permitted to bring domestic furniture and large bulky objects into the Grimm-Zentrum.
7. Using a telephone is only permitted in the foyer of the building.
8. For private purposes photography is permissible, but only without flash and without a tripod. For commercial purposes photography and filming is permissible with prior written consent and contractual arrangements. Please ask in the Public Relations Office of the University Library about this.
9. Notices in the building require the prior approval of the Public Relations Office of the University Library. Unauthorised notices will be removed.

#### **§ 4 Entering and leaving the secure library facilities**

1. Coats and similar garments, bags, laptop bags, rucksacks, umbrellas or other bulky items must be left in the designated lockers before entering the library facilities. Whether a container or item may be taken into the library facilities is at the discretion of the security staff. Carried items and personal belongings must be transported in transparent containers (e.g. transparent plastic bags). When leaving the library facilities, carried items and the contents of plastic bags must be voluntarily presented to the security staff, where applicable.
2. Transparent plastic water bottles may be taken into the library facilities; other beverages and food items are not permitted.
3. Lockers are only available for the time you use the Jacob-und-Wilhelm-GrimmZentrum. Authorised usage of the lockers ends when the building closes. Lockers are opened every day after the GrimmZentrum closes and any items remaining within will be removed. These items are deemed lost-and-found items. The University shall not be liable for the content of lockers.
4. The library and security staff are authorised to ask users to prove their identity.

#### **§ 5 Behaviour in the secure library facilities**

1. Throughout the library facilities – not just on the reading terraces – it is in the interest of all to ensure, as far as possible, a quiet environment. Phone calls are only allowed in group work rooms and at the counters.
2. Any furniture, fixtures and equipment of the building must be treated with due care. All items must be left in the space provided.
3. Use of private electronic devices is permissible, but may be subject to restrictions. Devices must be switched to silent.
4. In the research reading room and in the media library special rules apply for the protection of special materials (see notices).
5. Scanning and printing is possible in the designated rooms. Reproductions must be carried out in a way that avoids damage to books. For loose-leaf works, scanning is only permitted with prior approval from the library staff.
6. Workstations must not be reserved for others and you must not leave your own work-

station for more than one hour. When leaving the workstation, you should indicate the time that you have left for a break on the “taking a break” disc. If you exceed the notified break period, the workstation may be cleared by the library or security staff and made available for other users.

7. At the specified times the workstations in the HU-Homezone are only available to members of Humboldt-Universität, as are the individual work carrels. The latter are assigned by separate rules.

## **§ 6 Enforcing house rules / domestic powers**

The President of Humboldt-Universität has conferred domestic powers on the director of the University Library. These powers are exercised by the security staff under the provisions of § 9 of the General House Rules of Humboldt-Universität. The security staff are hence authorised to take all necessary measures to maintain health, safety and order. This authority also includes

- the issuing of any expulsion,
- any necessary closure of events, and
- the removal of items, vehicles, bikes and notices.

If the University incurs in any costs for enforcing the present House Rules, these costs will be charged to the transgressor.

## **§ 7 Commencement**

The present House Rules shall become effective on the day of publication.

Berlin, 08.03.2017