



Library Regulations

The German Historical Institute library is an academic reference library serving those undertaking research, teaching, studying or looking for specialized information. The library is open to anyone who has an interest in German history, British-German relations, or comparative historiography. The use of the library in other cases is at the Head Librarian's discretion.

New readers need to register for a library card and have a short introductory tour of the library before or during their first visit (Mo-Fr, 9.30am-4pm). Photo ID (passport, ID card or driving licence) must be provided. There is no charge to use the library.

General

- ❑ All readers enter the building via reception where they must report to the receptionist with their library card and sign in with the electronic access system. To exit the building, readers sign out at reception and then leave via the ground floor glass door.
- ❑ Staff may ask to be shown the contents of files, bags, and lockers and readers must comply with any such request.
- ❑ During library hours, coats and umbrellas may be left in the cloakroom and personal belongings in cloakroom lockers. The locker key is to be handed in at reception if a reader leaves the building for any length of time. All lockers are to be emptied each day when the library closes.
- ❑ The GHIL cannot be held liable for any loss or damage of personal belongings caused by the unauthorised action of a third party.
- ❑ Smoking is prohibited throughout the building. Eating is permitted only in the Common Room. Drinks in sealable containers may be taken into the library rooms.
- ❑ Should the fire alarm sound, please follow the emergency exit signs displayed throughout the building.

Reading Rooms

- ❑ During their library induction, library users will be instructed in the safe use of ladders in the library. Should readers have any problems with the ladders, or have difficulty reaching books on high shelves, they can ask library staff for assistance, who will be happy to help.
- ❑ Please be considerate of other readers, do not talk loudly and silence your electronic devices.
- ❑ The library rooms open to readers are located on the ground and first floors and in the basement, the second and third floor are not open to readers. Most of the holdings are on open-access shelving.
- ❑ Books cannot be taken out on loan. In the event of a reader damaging a book, e.g. by marking or in other ways, the reader must pay for a replacement copy. The library retains the right to ban the reader from further use of the library. This also applies to any reader who attempts to remove a book from the library.

Services and Facilities

- ❑ The GHIL provides access to the internet for the purpose of conducting research only. Access is available at computer terminals on each floor or via readers' personal devices through the GHIL network. In order to use the Wi-Fi, readers must obtain a password at reception. By accessing the internet, readers accept the *Internet Use Guidelines* of the GHIL.
- ❑ We have a wide range of electronic resources which are accessible while readers are in the building, and most have options for partial downloads to a laptop.
- ❑ A book scanner is available for readers. This may be used to scan to a USB stick (bring your own). Responsibility for ensuring that copyright law is not breached lies with the person making or ordering scans. Digital photography (no flash) is permitted.
- ❑ A reader-printer is available for microfiches and microfilm.
- ❑ It is not possible to arrange inter-library loans. Readers are welcome to suggest potential new acquisitions to library@ghil.ac.uk.
- ❑ A member of staff will be available in the ground floor library office for assistance (9.30am-5pm). Should you need more detailed assistance or have questions related to your research please send an email to library@ghil.ac.uk.