



Regulations on the Use of the Library

Upon the recommendation of the Commission on Internal Affairs set up by the Council of Elders, the German Bundestag's Council of Elders adopted the following Regulations on the Use of the Library of the German Bundestag on 8 November 2018:

Section 1 – Functions

- (1) The primary purpose of the Library of the German Bundestag is to supply information and literature, in printed and electronic form, to Parliament, its bodies and the Bundestag Administration. It is a lending library with designated reference stocks.
- (2) The Library performs the following functions:
 - a) acquiring, indexing and supplying national and international literature of parliamentary relevance 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 Parliament's work;
 - b) indexing articles from German and foreign periodicals, yearbooks and collected works;
 - c) providing information about the Library's stocks via publication services and exhibitions, and compiling information dossiers on specific topics;
 - d) listing internet links by subject area and topic, offering direct access to external full-text services and databases;
 - e) providing advice on the range of media available from the Library, providing information and carrying out literature searches;
 - f) obtaining specialised literature not available in the Library which is required for official purposes via the interlibrary loan service.

Section 2 – Users

- (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) members of Bundestag commissions;
 - c) persons commissioned by the Bundestag;
 - d) former Federal Presidents, former members of the German Bundestag's Presidium and former Federal Chancellors for the duration of ongoing tasks arising from their time in office, as well as their employees on their behalf;
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- e) employees of the German Bundestag's parliamentary groups and groupings;
 - f) employees of the Bundestag Administration.
- (2) With the exception of the licensed intranet content, the Library's stocks and services are also available for use by:
 - a) former Members of the German Bundestag;
 - b) current German Members of the European Parliament, and their employees on their behalf;
 - c) former German Members of the European Parliament;
 - d) federal authorities, and *Land* authorities located in the area of Berlin;
 - e) diplomatic missions;
 - f) media representatives accredited to the German Bundestag.
 - (3) The Library management may grant permission to use the Library of the German Bundestag to individuals or institutions not listed in subsections (1) and (2) if they demonstrate a legitimate interest. A legitimate interest exists in the case of research into parliamentarism, in particular.

Section 3 – Lending

- (1) A library card is required to borrow items. 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.
- (2) The library card is issued by the issue desk upon application. It 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, enabling any person with access to collect requested items and take them out on loan.
- (5) The Library must be notified immediately of any loss of the library card 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) Items taken out on loan must be returned to the Library unsolicited at the end of the loan period/renewal period(s). If an item is overdue, the Library will send a reminder, first by email and then in writing, 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) Items taken out on loan may be reserved for 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) items published before 1900;
 - d) particularly valuable items.
- (2) In justified cases, a restriction on use specified in subsection (1) may be waived by the Library management.
- (3) The use of individual items may be restricted if legal provisions 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 request, be made available to the organisational units of the Bundestag Administration for their ready-reference collections. The request must be justified by the head of the organisational unit concerned and submitted to the Library management. The head of the organisational unit concerned is responsible for the unit's 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. In particular, the use of mobile phones for telephone calls is not permitted.

Section 8 – Use of the internet in the reading rooms

The Library provides computers with internet access in its reading rooms for research purposes. The use of the internet is permitted solely for official or scholarly purposes. Any misuse of this internet access, particularly any violation of the relevant protection provisions of the Criminal Code, the Protection of Young Persons Act and data protection law, may result in the user being excluded from use of the Library and reported to the relevant authorities.

Section 9 – Copyright

It is the user's responsibility to respect existing copyright. If copyright is not respected, the user alone is liable to pay damages or is otherwise responsible to third parties.

Section 10 – Liability

- (1) Users must treat the items they use with care and protect them from destruction, damage and staining. In particular, 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) Individuals who violate the provisions of these Regulations on the Use of the Library and their implementing provisions may be excluded from use of the Library.

Section 11 – Copies

- (1) Copies are made available free of charge to the persons specified in Section 2 (1) and (2) a) 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 (2) e) and f) and subsection (3) are charged to these persons. The charges are based on the overview of costs drawn up by the Library.

Section 12 – Implementing provisions

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

Section 13 – Entry into force

These Regulations shall enter into force upon their signature by the President of the German Bundestag. They shall replace the previous Regulations on the Use of the Library of 27 June 2008.

Berlin, 19 November 2018

The President
of the German Bundestag