

## Library-Regulations

The library of the Center for Molecular Neurobiology Hamburg (ZMNH) is a **reference library**. To ensure that all journals and books are always available, they should be used only in the Center for Molecular Neurobiology Hamburg (ZMNH); it is not allowed to take them home.

External users are restricted to the opening hours and have to contact the librarian before their visit. If coworkers open the library for external users, they take the responsibility. Coworkers of the Center for Molecular Neurobiology Hamburg (ZMNH) can use the library including computer workstations with internet access and a scanner at any time; the printer and copier are available during the service hours.

### **Borrowing literature for use in the Center for Molecular Neurobiology Hamburg (ZMNH)**

**Journals** (bound or unbound) may not be borrowed, but they can be copied or scanned in the library. On rare occasions, coworkers and students are allowed to take journals to their place of work in the Center for Molecular Neurobiology Hamburg (ZMNH), if they inform the librarian via e-mail.

**Books**, except for R-Signatures, may be borrowed by coworkers and in exceptional cases by ASMB students for four weeks. If necessary, the loan period may be renewed for two additional weeks by the librarian.

### **Unlimited book loan**

Heads of department, research and central service group leaders and the administration staff are allowed to borrow books for an unlimited loan period.

### **Borrowing procedure**

Users are requested to fill out the card inside the back of the book (name, phone number or e-mail, date) and to put it on the librarian's desk. Loans have to be renewed by the librarian. If you borrow a book, you are liable for it and you must replace it, if it gets lost. For returning, books should be put on the librarian's desk.

### **Ordering and borrowing literature which is not available at the Center for Molecular Neurobiology Hamburg (ZMNH) or Medical Library (ÄZB)**

ZMNH coworkers and ASMB students can order journal articles using the document ordering form, by e-mail or from the librarian.

Coworkers may borrow books which are available by inter-library loan with their library card of the University of Hamburg. UKE coworkers get the academic library card free of charge at the ÄZB. They have to collect and return their inter-library loan books at the ÄZB.

If you have any questions, please do not hesitate to contact the librarian.