

## Library Regulations

The German Historical Institute library is an academic reference library serving those undertaking research, teaching, studying, or looking for specialized information.

### Access

The library is open to anyone with an interest in German history, American-German relations or comparative historiography. No formalities such as letters of reference or written applications are required. The GHI reserves the right to deny access to individual patrons at its discretion or to rescind access without notice or explanation.

Readers have to provide their personal details, proved by ID on their first visit.

### General rules and conditions for using the library

Please read and comply with the following:

- Use of the library is free of charge.
- Visitors check in at the reception desk, where they sign in by name.
- Visitors may use the library's holdings only in the reading room. They are not allowed to enter any other parts of the building.
- For access to books and other library materials from the stacks, the library staff will be pleased to assist you.
- Library staff can insist on inspecting the contents of files, bags, and lockers.
- The use of laptops is allowed.
- Smoking, eating, and drinking is prohibited in all library rooms.
- Books cannot be taken out on loan; they can only be used in the reading room. Should a book become damaged while in use by marking or other means, the reader must pay to replace it, or, if unavailable, pay for a bound copy. The library retains the right to ban any reader from further use of the library for loss, damage, or theft.
- It is not possible to arrange inter-library loans.
- A photocopier and scanner are available for reader use. Respecting copyright law is the reader's responsibility.
- A reader printer is available for reading and copying microfiche and films. Copies should be presented and paid for at the reception desk.
- The GHI cannot be held liable for any loss or damage of money or valuables caused by the unauthorized action of a third party.

Internet access at our public terminals and via our wireless network is solely for the purpose of conducting research. For access, readers must accept the Internet Use Guidelines of the GHI.