

Library Regulations

The German Historical Institute library is an academic reference library serving those undertaking research, teaching, studying, or looking for specialized information. The use of the library in other cases is at the Head Librarian's discretion.

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. However, appointments need to be made to use the collection.

The GHI reserves the right to deny access to individual patrons or to rescind access at its discretion.

Readers may be asked to show picture ID. For readers requesting the use of a locker on site, the library will collect, and document on paper, limited personal information (name, address, phone number). This information will be destroyed once the locker key is returned.

General rules and conditions for using the library

- 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 other parts of the building except with express permission of library or reception staff.
- For access to books and other library materials from the stacks, please contact the library staff, who will be pleased to assist you.
- Staff may ask to check the contents of files, bags, and lockers. Readers must comply with any such request.
- The use of laptops is allowed.
- Please be considerate of other readers. Do not talk loudly and silence your electronic devices.
- The GHI cannot be held liable for any loss of or damage to personal property, including money or valuables, caused by third parties.

Services and facilities

- Books cannot be taken out on loan; they can only be used in the reading room. Should a book become damaged while being used by a reader – whether by marking or other means -- the reader is liable to pay for the replacement cost.. The library retains the right to ban any reader from further use of the library for loss, damage, or theft.
- Readers may leave books that they wish to consult again in the near future at designated locations in the reading room, marked with their name and the date of their next visit. The library reserves the right to remove unmarked books or books with expired dates and return them to the shelves.
- Internet access at our public terminals and via our wireless network is solely for the purpose of conducting research. 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 GHI.
- A photocopier and scanner are available for reader use. Respecting copyright law is the reader's responsibility. Digital photography is permitted.
- A reader is available for reading and copying microfiche and films. This machine is not located in the reading room. Library staff will assist with accessing and using the reader as needed.
- It is not possible to arrange inter-library loans.