



Federal Environmental Agency

Specialized Environmental Library

Library Regulations

(August 2024 version)

1. Preliminary Remark

The following library regulations provide the statutory framework for the relationship between the user and the library. These regulations are necessary and can be found in every library.

For optimal use of its services a comprehensive knowledge of the library's many services and of how they can be used effectively is essential. We therefore suggest a personal visit to the library. Our staff will be happy to advise you about the library's services personally.

And: If you are in need of any particular information, please feel free to contact the library. We can obtain any and all information, unless it does not exist.

2. Specific Function

The Specialized Environmental Library of the Federal Environment Agency is a library whose stock is acquired and kept available for Federal Environment Agency staff. In addition the Library is also open to the public.

3. Groups of Users

The Specialized Environmental Library of the Federal Environment Agency is available to the following groups of users:

- Employees of the Federal Environment Agency
- Employees of other government agencies
- Employees of scientific institutions and industry
- Individuals at least 18 years old, or 16 years old if they can provide a declaration of consent and a recognition of our library regulations signed by a legal guardian.

A prerequisite for the use of the library is the acknowledgement of the library regulations in the most up-to-date version. Users acknowledge this with their signature.

Users that are not employees of the Federal Environment Agency are registered as "external users". When borrowing literature for the first time, they have to bring their valid identification card (or passport and notice of residence-registration) for identification. For every user a data set is constructed in which, in the case of external users, their name, date of birth, address, and telephone number, and in the case of internal users, their name, department, internal telephone number, and user number is registered. The library uses electronic data processing for its tasks. The user data are stored electronically. The stored personal data will be deleted automatically if no new book has been borrowed one year after the last book has been returned. The bibliographic data (title of the borrowed book, date of loan and return) that are stored when something is borrowed are deleted as soon as the book is returned. Periodic analyses, especially lists of who borrowed what, are not generated.

The library regulations will be handed out to new users at the time the user data set is generated and their receipt has to be confirmed. External users can only use the library during its opening hours (see 6.).

4. Library Card

Every user receives a library card that is issued in their name and authorizes them to use the Specialized Environmental Library. In the case of external users the library card contains the user's name, address, and user number. In the case of internal users the card contains the user's name, department, internal telephone number, and user number.

The library uses electronic data processing to fulfil its tasks. The user data are stored electronically. The data are handled in accordance with the provisions of data privacy legislation. Every user has the right to receive a complete printout of their stored personal data.

The library card has to be shown for the electronic-loaning process every time literature is borrowed.

The library card remains the property of the Specialized Environmental Library and cannot be transferred to someone else. When the library card has been lost the loss must be immediately be reported to the library. The library card is checked once a year and then revalidated. For this purpose external users have to show their valid identification card or passport together with verification of their address. **Name and address changes have to be brought to the library's attention immediately in the case of external users. Internal users have to notify the library immediately in the case of department changes or changes in the place of employment.**

The name and address of borrowing users are only disclosed to other users with their written agreement.

The legal holder of the library card is liable for any damages caused by the misuse of the library card.

The legal holder of the library card is also liable for any damages that may occur after losing the library card, if the loss is not immediately reported to the library.

5. Liability

If the user does not return borrowed literature despite a written request the library can demand compensation instead of return. The provision of compensation can be avoided by returning the borrowed items. In case of loss or failure to return a borrowed item the user has to reimburse all costs for the replacement. Recovery of the costs is governed by the provisions of the Administrative Enforcement Act of 27 April 1953 as last amended.

6. Exclusion From Use of the Library

A violation of the library regulations can result in a temporary or permanent exclusion from use of the library. The library staff has domestic authority and is authorised to require someone to leave the library premises.

7. Offices and Opening Hours

Central office, Wörlitzer Platz 1, 06844 Dessau

Branch office in Berlin, Buchholzweg 8, Haus 3A, 13627 Berlin

Branch office in Bad Elster, Heinrich-Heine-Str. 12, 08645 Bad Elster

The current opening hours can be found at: <https://doku.uba.de/>

Outside these hours access to the library is restricted to Federal Environment Agency staff as long as the library staff can provide access and supervision. The opening hours of the branch offices that are open to the public can be enquired from the library staff.

8. Information

The library staff is available during opening hours to provide general information and assistance in the use of the library and its facilities. The issue desk in the reading room is always staffed during opening hours. At irregular intervals “introductions to the use of the Specialized Environmental Library” are given for new employees of the Federal Environment Agency and other interested persons. The dates can be enquired from the library staff.

9. Behaviour in the Reading Room

Smoking and eating warm food are prohibited in the reading room, as is any behaviour that may disturb or impede the work of other users. We ask our users to be quiet so as not to disturb other users. Coats, jackets and bags should be deposited in the lockers in front of the library (key deposit: € 1.00). It is not allowed to bring coats, jackets or bags into the reading room. The library is not liable for items deposited in the lockers or brought into the reading room. Every user has to show the contents of briefcases, handbags etc., when asked by library staff. Instructions given by library staff have to be followed. ***Mobile phones may not be used in the reading room.***

10. References and Catalogues

For access to the holdings of the Specialized Environmental Library users can consult the following:

- the OPAC (electronic library catalogue) and UFORDAT (environmental research database), available on the internet and intranet at **<http://doku.uba.de>**
- the Environmental Discovery System (EDS) at **<http://uba-eds.de>**
- other online environmental information services via internet,
- list of publications of the Federal Environment Agency,
- classification scheme of the Specialized Environmental Library, environment classification,
- environmental thesaurus,
- catalogue of the “Erhard collection” (also see 19.).

11. Lending

Every item to be lent out is registered at the issue desk in the reading room with the borrower's user number. The holdings of the Specialized Environmental Library are the property of the Federal Environment Agency. The user is obliged to handle the borrowed literature carefully and to return it unchanged, clean and undamaged. Passing the borrowed literature on to a third party is not permitted. The person to whom the literature has been lent is liable in any case. He or she is responsible for loss or damage (Section 598 et seq. of the German Civil Code (BGB)). The following also counts as damage: highlighting, underlining, crossing out, inserting, correcting, tracing, folding over corners of pages, etc. Users in whose home a notifiable disease has occurred may not use the library while there is a risk of infection. Literature that has already been borrowed may be returned only after disinfection; the user is responsible for disinfection. The lending period for every borrowed medium is 3 weeks. This can be extended twice for a 3-week period each.

Persons who do not return borrowed media on time are assumed to intend to keep them. A reminder to return is not necessary. Only the staff of the Federal Environment Agency is permitted to borrow media on a long-term basis. The borrowed media must be kept in the borrower's office and be accessible to library staff at any time. In case of a longer absence someone has to be designated who can provide library staff access to the media. Lent media can be reclaimed at any time if this is necessary for official reasons. External users may borrow up to 15 media. Borrowed media can be reserved in advance.

The following media may not be lent:

- media which are held as reference copies, like encyclopaedias, atlases, gazetteers etc. (these media are marked on the outside with a red signature sign and/or inside with the note "Lesesaalexemplar"),
- loose-leaf collections and journals (including bound volumes),
- latest issues of journals, law gazettes and other periodicals on display for general use,
- media intended for use by library staff,
- parts of the "Erhard Collection" (see also 17.)

Parts of non-lendable works can be copied using the available photocopiers. A copy service does not exist. Users have to make copies themselves.

12. Journal circulation / Access to E-Journals

Another service provided by the library is informing the employees by email when new issues of a journal title are published. Library staff can have themselves added to the required journal mailing list and receive the link to full-text access or, in the case of print-only issues, the table of contents of the respective issue by e-mail. Required articles without full-text access are then sent to employees.

However, they must be registered as library readers for this. Access to online journals via the intranet is also only possible for employees of the Federal Environment Agency as a basis for their work.

13. Document delivery service

Staff members of the Federal Environment Agency have the possibility to order necessary literature (books, magazines, single articles, etc.) that is not yet available at the library from the acquisitions department. For every literature item to be procured, users must fill in a form "Literaturbeschaffung" (available on the intranet pages of the library) and have it signed electronically by the library officer of the division at which they work.

If the budget of the Specialized Environmental Library permits an acquisition, the required literature is procured immediately, incorporated into the library stock and lent to the staff member who ordered it. If the required literature cannot be procured, the user is notified.

14. Inter-library loan service

If the budget of the Specialized Environmental Library should not allow acquisition or if a book or a journal article is needed immediately, in-house library users can take advantage of an inter-library loan service. To use the service a loan form ("Fernleih-Formular") has to be filled in on the intranet and sent electronically to the inter-library loan service. For media which are procured from other libraries by the inter-library loan service the loan period and other use restrictions are determined by the regulations of the lending library. Overdue fines charged by other libraries are borne by the library users who have ordered the literature concerned.

15. New acquisitions

Newly acquired publications - after having been incorporated into the library stock- are displayed for several days on a "new-acquisitions shelve" ("Neuerwerbungsregal") located in the reading room of the library. Literature newly acquired over a month is included in a "new-acquisitions list", which is available to users on the internet / intranet. Individual, subject-related subscriptions of excerpts from the new-acquisitions list can be agreed with the library.

16. Technical equipment

The following technical equipment is available at the Specialized Environmental Library for independent use:

- microfiche reader and reenlargement device (reader-printer)
- photocopiers

Library staff are ready to assist users who need help in operating this equipment.

17. Internet workstations

PCs are available in the reading room for use to search through the library's holdings in the Online Public Access Catalogue (OPAC) and other environmental data bases (e.g. ULIDAT, UFORDAT). These computers as well as the internet access at the workstations are available exclusively for bibliographical and scientific use. It is the users' responsibility to respect copyrights when reproducing content and to comply with statutory provisions when using the internet in the library. Any misuse may be sanctioned by exclusion from the library. The use of the computers is subject to the applicable IT regulations of the Federal Environmental Agency.

18. Special media

Library staff are ready to assist users who wish to use special media (e.g. CD-ROM or other audio-visual media).

19. Research Reports

The final reports of research projects supported by the Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety and the Federal Environmental Agency (UFOPLAN) as well as the final reports of other research projects in which the Federal Environmental Agency was involved are administrated and housed separately in the Specialized Environmental Library.

20. Special Collections

The special collections listed below are housed separately and are only accessible in consultation with library staff:

- **“Archive of the former waste disposal information office of the Schmidt und Melmer company in Weidenau/ Sieg”, or “Erhard Collection” for short.** This collection can be accessed via a special catalogue. The stock of the “Erhard Collection ” cannot be borrowed. It is housed separately in room no. 0.002.
- **“Environmental Reports/ Environmental Statements”.** This collection of environmental and sustainability reports issued at federal, state and municipal level as well as environmental and sustainability reports and environmental statements (under the EC Eco-audit Regulation / EMAS Regulation) from industry at national and international level is included in the library catalogue (OPAC). Parts of this special collection can be borrowed. The collection is located in a separate area on the first floor of the old building of the library in Dessau.

21. Observance of Copyrights

The users are responsible for observing existing copyrights and for any copyright violations and resulting damage claims.

22. Behaviour in Case of Danger

If a fire breaks out or in the event of other damage or dangers the library staff has to be informed immediately. The library has to be exited through the emergency exits when the alarm sounds.