

# **Library regulations of the library of the German Archaeological Institute, Rome department**

## **General**

We appreciate your visit to our library and are available for questions or suggestions.

### **§ 1 Scope**

These usage regulations apply to the library of the Rome department of the German Archaeological Institute (DAI). The condition for using the library is the acceptance of the usage regulations and the data protection annex. Please sign both documents.

### **§ 2 Access to the library**

- (1) The use of the library is free of charge.
- (2) Access is granted to all scientists who have completed an academic degree in one of the subjects for which the library acquires literature (Archaeology, Classical Philology, Ancient History, etc.), at least with a Master's degree. Access is also granted with a Bachelor's degree in relevant subjects combined with further studies or professional activity in the field of antiquity studies.
  - a. Applicants are requested to present an original or a copy of a document proving their access authorization, such as a graduation certificate, enrollment document, lecturer's card, or an employee card from a museum or monument office. Additionally, a passport-sized photo is required for the issuance of the library card.
  - b. During registration, personal data will be collected and stored in compliance with data protection regulations to the extent required by the library to fulfill its tasks. By signing, you confirm your awareness of the processing of your personal data.
  - c. The library card must be signed.
  - d. Please inform us of any changes in name or address.
  - e. The library card has a number and a date of issue.
- (3) Readers with a user card from other DAI libraries are accepted.
- (4) Individuals outside the described circle of antiquity scholars may also be admitted to use the library upon request. The library management decides on access to the library.

### **§ 3 Opening hours**

You can find the library's opening hours on-site, on our website ([www.dainst.org](http://www.dainst.org)), or on social media platforms.

### **§ 4 Behavior in the Library**

- (1) To create a pleasant working atmosphere, silence must be maintained in the library rooms on the 3rd and 4th floors. Please refrain from private or business discussions, using mobile phones, or conducting virtual meetings in these areas. A discussion room for small groups is available on the 2nd floor.
- (2) Smoking, drinking, or eating in the library is not allowed. Animals are not allowed in the library.
- (3) Changing, sticking, or damaging the furniture is prohibited.

- (4) The library management or designated library staff has the right to enforce house rules. Please follow their instructions.
- (5) Library staff has the right to inspect folders, bags, and printed materials. Follow their instructions.
- (6) You are allowed to use your laptops, digital cameras, and scanners in the library, provided it does not disturb others. All acoustic signals on devices must remain switched off. Observe copyright, personal rights, and other rights, see § 7.
- (7) Store your wardrobe (coats, rainwear, helmets, etc.) in the designated areas (cloakroom). Use lockers for bags and remember to clear them when leaving the library.

#### **§ 5 Lost and Found**

- (1) Hand in lost items at the library's information desk.
- (2) The DAI is only liable for lost, damaged, or stolen items in case of intent or gross negligence.

#### **§ 6 Duty of Care and Compensation, Treatment of Media, Liability**

- (1) Library materials must be handled carefully and alterations such as annotations, highlighting, underlining, and folding pages are not allowed and count as damage. You are liable for damage and loss. Report any damage to the library staff immediately.
- (2) In case of loss or damage, the amount of compensation will be determined by the library management, taking into account legal provisions. Do not attempt to repair damage yourself. Compensation for damage is based on the cost of restoration, and for loss, on the replacement value.
- (3) When receiving a volume, check its condition and report any damage or abnormalities to the library staff.
- (4) When using electronic resources provided by the library, users must comply with legal provisions on copyright protection and licensing agreements. In general, access may not be provided to unauthorized third parties or the public. Download content in small amounts and only to a limited extent. Save content only for personal purposes. Resources may not be used for commercial purposes. Systematic downloads and automated indexing of content are prohibited.
- (5) The library is not liable for:
  - Consequences of copyright infringements by the user
  - Consequences of contractual obligations between the user and internet service providers
  - Damages caused by incorrect content in the media used by the user
  - Damage to files or media carriers caused by the use of library workstations and the media offered there
  - Damage caused by data misuse by third parties due to inadequate data protection on the internet
  - Damage caused to your data, files, and hardware by handling the library's hardware and software
  - Damage to equipment caused by handling media from the library.

- (6) The library excludes any guarantees related to the functionality of the hardware and software it provides and the availability of the information and media it makes available at the workstations.

### **§ 7 Reproductions (Scans, Photos)**

- (1) You may make or have copies made according to the following paragraphs, provided that it is ensured that the works are not damaged. Users are solely responsible for complying with copyrights, personal rights, and other third-party rights.
- (2) Book scanners are available for self-use. Please contact library staff for questions. The scanner should not be occupied by one person for more than 15 minutes. Alternatively, copies can be made using personal cameras or smartphones.
- (3) Reproduction of complete books and journals is not permitted for copyright reasons unless they are in the public domain. Users should note that under Italian law, only up to 15% of a copyrighted book may be copied.
- (4) Reproductions from manuscript holdings and other special collections, as well as older, valuable, or sensitive works, may only be made by the library staff or with their consent. The library determines the type of reproduction and may refuse or restrict reproduction for conservation reasons.
- (5) If the library itself produces the copy, the resulting rights remain with the library; the original recordings remain their property.

### **§ 8 Use of the library**

The library is a reference library, and its materials are not available for borrowing.

#### **Reading room holdings, open-access holdings, closed book stacks, and special collections**

- (1) Users may consult books only in the designated areas. To return books, use the provided book trolleys. The library staff will reshelve the used materials.
- (2) In the interest of all library users, please avoid taking new acquisitions and unbound journal issues for extended periods. Consult them at the tables near the new publications shelf.
- (3) Rare books must be ordered at the library's information desk.
- (4) Electronic media such as CD-ROMs and DVDs are available from library staff upon request.
- (5) Users may leave up to 8 volumes on the table for several days. After two days of absence, library staff will remove the volumes.
- (6) Monographs and periodicals stored in the closed stacks are not freely accessible but must be ordered from library staff.
- (7) DAI employees are obligated to place "substitutes" on the shelves when removing volumes. These substitutes should include the signature, short title, volume information if applicable, date of removal, and the employee's name. In case of extended absence, DAI employees must return the volumes to the library.

### **§ 9 Conditions for Internet Access on PCs in the Library**

- (1) PCs with restricted internet access are available for research purposes, primarily for using the OPAC (online public access catalog) of iDAI.bibliography/Zenon and the OPACs of other libraries. Internet use is solely for research and study purposes in the field of

antiquity studies and related sciences. Commercial or other business purposes are not allowed during internet use.

- (2) Internet connection data for the PCs mentioned in (1) are stored and may be anonymized for statistical purposes in compliance with the GDPR but not disclosed. The stored data will be deleted after six months, unless legal regulations prescribe a longer period.
- (3) Library users commit to:
  - Comply with legal regulations of criminal and youth protection laws and not use or disseminate illegal information at the PC workstations.
  - Not manipulate files and programs of the library or third parties.
  - Cover the costs of repairing damages caused by their use of library devices and media.
- (4) It is not allowed to:
  - Make changes to workstation and network configurations.
  - Independently resolve technical issues.
  - Install or save programs and files from external storage devices or the internet on PC workstations.
  - Access or use paid content on PC workstations.
  - Place orders for goods or conduct internet transactions at PC workstations.

## **Final provision**

### **§ 10 Exclusion from use**

- (1) Library users who seriously or repeatedly violate these usage regulations and house rules may be permanently or temporarily excluded from using the library. Permanent exclusion requires the approval of the director or director of the department.

### **§ 11 Effective Date**

These usage regulations come into effect on February 12, 2024. At the same time, the usage regulations dated April 26, 2019, are no longer valid.

Rome, February 5, 2024  
The Library Management

### **Attachments to the Usage Regulations**

- Data Protection Annex