

# **Regulations for the use of the libraries of the German Archaeological Institute**

## **Status 15.05.2024**

“The German version is the binding legal reference; this translation serves only as an aid for understanding”

### **General information**

We look forward to your visit to our library and will be happy to answer any questions or suggestions you may have.

#### **§1 Scope of validity**

These regulations apply to the **Cairo** Library of the German Archaeological Institute (DAI).

A prerequisite for using the library is the acceptance of the user regulations as well as the acceptance of the appendix on data protection. Please sign both documents.

#### **§2 Authorisation of use**

- (1) Please apply for authorisation to use the library in person at the respective library.
- (2) Use of the library is free of charge.
- (3) The library is open to all interested parties.
- (4) Persons from outside the institute require a library card to use the library.
  - a) When you register, personal data is collected and stored in compliance with data protection regulations, insofar as this is required by the library to fulfil its tasks. With your signature you confirm that you are aware of the processing of your personal data.
  - b) A valid identity card or passport or an equivalent identification document must be presented.
  - c) The library card must be signed by hand.
  - d) The library card is not transferable and remains the property of the library. Its loss must be reported to the library immediately. You or your legal representative are liable for any damage caused by misuse of the library card.
  - e) You are obliged to inform the respective library immediately of any changes of name or address.
  - f) The library card has a library card number and a validity date

#### **§3 Opening hours**

You can find the opening hours of the respective library on site, on the Internet ([www.dainst.org](http://www.dainst.org) , <https://www.dainst.org/kaio/bibliothek> ) or via social media platforms or channels.

#### **§4 Conduct in the library**

- (1) In order to create a pleasant working atmosphere for everyone, the library rooms must be as quiet as possible. We therefore ask you to refrain from holding private or business meetings, using mobile phones or holding virtual meetings in the library rooms. Please behave in such a way that other people are not disturbed or impaired in their use of the library.

- (2) It is not permitted to smoke, drink or eat in the library. Animals may not be brought into the library.
- (3) It is forbidden to alter, stick anything on or damage the furniture.
- (4) House rules are enforced by the library management or the library staff authorised to implement them. Instructions must be followed.
- (5) The library management or the library staff authorised to do so are entitled to ask you to show them the contents of folders, bags etc. as well as any printed matter and other materials you have brought with you.
- (6) You may use your own laptops as well as your own digital and mobile phone cameras and scanners of the library, provided that other people are not disturbed. All acoustic signals on the devices must be switched off. Copyright, personal rights and other rights must be observed, see §7.
- (7) Please leave your bags and wardrobe in the designated areas at the security desk at the entrance to the DAI. Please also show your ID at the security desk.

## **§5 Lost property**

- (1) Please hand in lost property at the library information desk.
- (2) The DAI is only liable for lost, damaged or stolen items belonging to library users in cases of premeditation or severe negligence.

## **§6 Duty of care and compensation for damages, handling of media, liability**

- (1) Library materials must be handled carefully and gently during use and protected from damage. Damage also includes entries of any kind, such as markings and comments or corrections as well as folding of pages, plates and maps. You are liable to pay compensation for damage and loss. Damage must be reported to the library immediately.  
In the event of loss or damage, the amount of compensation will be determined by the library management in accordance with the legal provisions. Under no circumstances may you repair damage yourself. In the event of damage, compensation is calculated on the basis of the cost of restoration and in the event of loss on the basis of the replacement value.
- (2) Please check the condition of each item upon receipt and inform the library staff of any damage or anomalies.
- (3) Please note that when using electronic resources and programmes provided by the library, you are responsible for complying with the relevant legal provisions, in particular the copyrights, licence agreements and restrictions on use.
- (4) The library is not liable:
  - for the consequences of copyright infringement by you
  - for consequences of contractual obligations between you and Internet service providers
  - for damage caused by incorrect content on the media you use
  - for damage to files or media carriers caused by the use of the library workstations and the media offered there
  - for damage caused by data misuse by third parties due to inadequate data protection on the Internet
  - for damage to your data, files and hardware caused by handling the library's hardware and software
  - for damage to equipment caused by handling media from the library.

- (5) The library excludes all warranties relating to the functionality of the hardware and software it provides and the availability of the information and media it makes accessible at these workstations.

## **§7 Reproductions (copies, scans)**

You may make copies or have copies made in accordance with the following paragraphs, as long as that it is ensured that the works are not damaged. You are responsible for compliance with copyright, personal rights and other rights.

- (1) The making of paper copies is not permitted. Scans of individual pages may be made by library staff to a limited extent; users are not permitted to make their own scans, but may take photographs (provided the state of preservation does not prevent this).
- (2) The reproduction of complete books and magazines is not permitted for copyright reasons, unless they are in the public domain. This includes reproduction with mobile phone cameras and similar devices.
- (3) Reproductions from manuscripts and other special collections as well as older, valuable or fragile works may only be made through the library staff or with their consent. The library determines the type of reproduction. It may refuse or restrict reproduction for conservation reasons.
- (4) If the library produces the reproduction itself, it shall retain the rights arising therefrom; the original recordings shall remain its property.

## **Usage**

The DAI libraries are reference libraries with open stacks. The media cannot be borrowed. Please use our book placeholder if you would like to set up a reference collection at your desk.

## **§8 Reading room, open stacks, stacks and collections**

- (1) The reference collections in the reading rooms can only be used in the rooms designated for this purpose.
- (2) In the interest of all library users, we kindly ask you not to remove the new acquisitions on display for long times.
- (3) Special regulations apply to works that are particularly worthy of protection and special collections (e.g. rare books). Please contact the library staff.
- (4) Electronic media such as CD-ROMs, DVDs etc. are available on request from the library staff.
- (5) The size of a reference collection is usually limited to 10 volumes. Please release it if you will not be using the library for a longer period of time.
- (6) Please contact the library staff to order items from the stacks.
- (7) Employees of the DAI are obliged to use the placeholders for the media taken from the library into their offices on the shelves, on which the code, title, volume number and name must be indicated. The size of a reference collection in the service room is also limited to 10 volumes. Media must be returned to the library before DAI staff members are absent for a longer period of time. Media that belong to the data inventory or are only to be used in the library for other reasons can be permanently or temporarily excluded from lending.

## **§9 Terms of use for Internet access on PCs in the library**

- (1) PCs with limited internet access are available for research purposes (for the use of OPACs, specialised databases, etc.). Internet use is solely for research and study purposes in the field of Ancient Studies and related disciplines. No commercial or other business purposes may be pursued when using the internal Internet.
- (2) The Internet connection data of the PCs mentioned under (1) are stored and may be analysed anonymously for statistical purposes in compliance with the GDPR, but may not be passed on. The stored data will be deleted after six months, unless legal provisions stipulate a longer period.
- (3) The library users commit themselves:
  - to observe the legal provisions of the Criminal Code and the Protection of Young Persons Act and not to use or disseminate illegal information at the PC workstations.
  - not to manipulate any files and programmes of the library or third parties
  - to bear the costs of repairing damage to library equipment and media caused by their use
  - to assume all damage costs incurred if their access permits are passed on to third parties
- (4) It is not permitted:
  - to make changes to the workstation and network configurations
  - to fix technical faults independently
  - to install or save programmes and files from data carriers brought to the PC workstations or from the Internet
  - to access or use chargeable content at the PC workstations
  - place orders for goods at the PC workstations or process purchases and sales via the Internet

## **Final Provision**

### **§10 Exclusion from use**

- (1) Library users who seriously or repeatedly violate these regulations may be excluded from using the library permanently or for a limited period of time. A permanent exclusion requires the approval of the director of the department or commission.

### **§ 11 Entry into force**

These user regulations come into force with effect from 15 May 2025. At the same time, the previous user regulations shall cease to apply.

Cairo, the 15. Mai 2025.

The library management

## **Annexes to the user regulations**

- Data protection annex

Surname, first name:

I have the library regulations of the German Archaeological Institute,  
Cairo Department, and recognise them.

....., the \_\_\_\_\_

Signature: \_\_\_\_\_

Surname, first name:

I have taken note of the annex on data protection (as of 30 January 2024), which was handed to me.

....., the \_\_\_\_\_

Signature: \_\_\_\_\_

## **Information on data protection in accordance with Art. 13 and 14 of the EU Data Protection**

### **General Data Protection Regulation (GDPR) for users of the DAI libraries**

#### Data protection

The DAI is subject to the provisions of the European General Data Protection Regulation (EU GDPR) and the German Federal Data Protection Act (BDSG).

We are committed to protecting the privacy of users and to handling and using personal data in accordance with the GDPR.

#### **Responsible body:**

German Archaeological Institute

Represented by the President

Prof. Dr Dr h.c. Friederike Fless

Podbielskiallee 69-71

D-14195 Berlin

Phone: +49 (0)30 187711-0

Fax: +49 (0)30 187711-190

E-mail address [info@dainst.de](mailto:info@dainst.de)

Internet address: [www.dainst.de](http://www.dainst.de)

#### Data Protection Officer:

German Archaeological Institute

Data Protection Officer

Podbielskiallee 69-71

D-14195 Berlin

Phone: +49 (0)30 187711-0

Fax: +49 (0)30 187711-190

E-Mail: [datenschutz@dainst.de](mailto:datenschutz@dainst.de)

## **1. library card, library use**

### **1.1 Use of data**

We need your data for admission control, use of the library (i.e. overview of the users in the library rooms, keyword emergency planning), for contacting you (e.g. to inform you when a reserved item is available, if you wish, or for internal media provision).

### **1.2 What data is recorded?**

Surname, first name, postal address, telephone number, e-mail address and profession.

This data is used exclusively for the purposes of the library (admission control, use of the library, for making contact).

### **1.3 Legal basis for data processing:**

The processing of library users' data is carried out within the framework of the contractual agreements on library use on the basis of Art. 6 para. 1 letter b) and in fulfilment of our public task in accordance with Art. 6 para. 1 letter e) GDPR in conjunction with § 3 BDSG.

### **1.4 Duration of data storage**

The data is automatically deleted three months after the library card expires unless library users extend its validity.

### **1.5 Possibility to object to and delete data**

The processing of the personal data of library users in connection with the authorisation to use the libraries is generally lawful and necessary. Library users can request the deletion of their data at any time; this will terminate the validity of their library card.

## **2. online catalogue iDAI.bibliography/Zenon**

### **2.1 Use of data**

The DAI operates an online catalogue on the Internet, <https://zenon.dainst.org/>. It is possible to create a user account there in order to save research results permanently or to send hit lists to yourself by e-mail. The data described below is collected for this service.

## **2.2 What data is recorded?**

First name, surname, e-mail address, user name, password

## **2.3 Legal basis for data processing**

The processing of library users' data serves the operation of our online library service on the basis of Art. 6 para. 1 letter b) and in fulfilment of our public task in accordance with Art. 6 para. 1 letter e) GDPR in conjunction with § 3 BDSG.

## **2.4 Duration of data storage**

We store your personal data until you request the deletion of your user profile, provided there are no legal reasons not to do so.

## **2.5 Possibility to object to and delete data**

Users of the online catalogue can request the deletion of their data at any time. In this case, you will no longer be able to use certain functions in the online catalogue (mailing of title references). To do so, please contact [.idai.bibliography@dainst.de](mailto:.idai.bibliography@dainst.de)

## **3. what rights do you have with regard to your data stored by us?**

Within the framework of the applicable legal provisions, you have the right at any time to free information about your stored personal data, its origin and recipient and the purpose of the data processing and, if necessary, a right to correction, blocking or deletion of this data. To do so, please contact [.idai.bibliography@dainst.de](mailto:.idai.bibliography@dainst.de)

You can contact us at any time at the address given above (data protection officer) if you have any further questions on the subject of data protection. You also have the right to lodge a complaint with the competent supervisory authority if you have the impression that the website operator is not complying with data protection regulations.

## **4. right to data portability**

You have the right to have data that we process automatically on the basis of your consent or in fulfilment of a contract handed over to you or to a third party in a commonly used, machine-readable format. If you request the direct transfer of the data to another controller, this will only take place if it is technically feasible.