

## **University Library**

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## **Departmental Library for Mathematics/Natural Sciences**

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**For the current opening hours see**

[www.ibit.uni-oldenburg.de/oeffnungszeiten](http://www.ibit.uni-oldenburg.de/oeffnungszeiten)

# **Departmental Library for Mathematics and Natural Sciences**

Library

Regulations

Date October 2008

# Departmental Library for Mathematics/Natural Sciences: Library Regulations

## 1 Using Holdings

### 1.1

The Departmental Library for Mathematics/Natural Sciences is a reference library for research and teaching on the Wechloy Campus. Everybody may use the holdings in the library; it is not required to hold a library card.

### 1.2

Borrowing privileges are extended to holders of a valid library card (special loan, see 2).

### 1.3

Members of the Faculty V having a contract of employment with the University of Oldenburg, having their office on the Wechloy Campus, and holding a valid library card get the privileges to take holdings to their offices (permanent loan, see 3) and/or to use materials during non-opening hours (see 4).

### 1.4

Holdings marked with the letters B, D, H, N, V, or W in addition to the regular shelf number, all journals (marked with the letter Z), and holdings placed in a reserve collection (Handapparat, HA) are not for loan. These materials must be used within the library. Exceptions have to be cleared by the respective subject librarian.

## 2 Special Loan

A ›special loan‹ is a short-term loan of holdings. Materials listed in 1.4 are excluded from the Departmental Library special loan.

### 2.1 Special-Loan Period

The special-loan period is overnight until the next opening hours, during the semester break it is seven days. Materials must be returned or renewed before five p.m.

### 2.2 Technical Handling

Special loans are booked into the circulation system.

### 2.3 Renewal

Loans may be renewed electronically (online catalog). Renewal of loans may also be requested at the circulation desk. If you request a renewal by mail or fax, you are required to make sure the renewal was processed. Renewal requests are not possible via e-mail or phone. Renewal of loans is not possible if another user has requested the materials.

### 2.4 Overdue Items

Should one fail to return materials within the loan period, the special-loan privilege will be revoked for fourteen days. Overdue charges apply immediately. They must be paid in the central library (Uhlhornsweg Campus).

## 3 Permanent Loan

›Permanent Loan‹ is the unlimited loan of holdings to an office on Wechloy Campus. Reference stock cannot be put on permanent loan (see 1.3, and 1.4).

### 3.1 Permanent-Loan Period

There is no guaranteed duration of the permanent-loan period. (Recalls, see 3.3).

### 3.2 Technical Handling

Permanent loans are booked into the circulation system. The name, office address and phone number of the borrowing person are noted on a shelf dummy (permanent loan during non-opening hours, see 4.2).

### 3.3 Recalls

The library may recall borrowed materials at any time, e.g. if they are requested by another user. Should the borrowing person be unavailable, another person must be authorized to return the requested materials.

### 3.4 Expiry of Permanent-Loan Privileges

Permanent-Loan Privileges expire if the conditions of 1.3 are no longer fulfilled. Materials on permanent loan must be returned immediately resp. be transferred to special-loan status (see 2).

## 4 Using Materials during Non-Opening Hours

### 4.1 Access During Non-Opening Hours

Eligible persons (see 1.3) may apply for a key to the library at the Departmental Library administration.

### 4.2 Permanent Loan During Non-Opening Hours

Request forms for permanent loans during non-opening hours are placed in designated ›collection boxes‹ at each library entrance/exit on Level 2 of the library building. For every item an individual request form must be filled out containing the data mentioned in 3.2 and the data listed below:

- author and short title of the item
- shelf number of the item (see back of item)
- if given: printing number and/or volume number
- if lending multi-volume holdings: number of volumes taken
- library card number
- date of permanent loan

The request form must be signed and placed in one of the ›collection boxes‹ again. The library staff will book the data into the circulation system.

## 5 Other Regulations

### 5.1

Special permits must be applied for with the Head of the Library Dept. for Mathematics, Engineering and Natural Sciences.

### 5.2

The Carl von Ossietzky University Oldenburg library regulations apply.