

Application to Establish a Level 3 Special Collection

Applicant Surname, First name

Library card number

SST-No.

Faculty/Institute

Building, Room

Phone

Email

@uni-oldenburg.de

Reason for application (please tick relevant box):

I need the materials in my office for an extended period of time.

Other reasons: _____

I am aware that as a rule Library regulations stipulate that the costs of duplicating Special Collection materials for the Library are borne by the Library budget. A Course Reserve would be inadequate for my purposes. I am liable for loss or damage to materials acquired with funds from the Library budget. The costs of replacing materials will be covered by funds from the faculty or organisational unit for whose purposes the Special Collection was established, insofar as I myself am not personally responsible for the loss or damage. This liability does not cover materials purchased with funds from own or third-party budgets.

Name of Special Collection (a short name, please!)

to be set up in building, room

Opening hours

during the semester

in the semester break

The following person or persons provide access:

1. _____
Name, Building/Room No., Phone, Email

2. _____
Name, Building/Room No., Phone, Email

3. _____
Name, Building/Room No., Phone, Email

The contents of the Special Collection may be viewed in the Library catalogue if the user enters a password.

Do you wish to be assigned a password?

yes no

Please notify me by email (see above) about the status of materials ordered for acquisition.

New materials are to be collected from the Library.

New materials are to be sent through the internal mail.

COD mail delivery

I hereby undertake to inform the Library immediately in the event that the terms for the Special Collection cease to apply, my employment at the University ends, or any other relevant changes take place.