
Terms of Use of the Szilárd Library

I. General

1. Mission, tasks and services of the Szilárd Library at EMBL

(1) The Szilárd Library (“library”) is the research library of the European Molecular Biology Laboratory (EMBL). The library supports and enables EMBL’s research and training in the life sciences through its services, collections, expertise and facilities. By providing access to information resources, fostering Open Science and Open Access, the library actively supports the scientific user community throughout the whole research and publishing lifecycle. The library is understood to comprise both the premises and the library holdings (physical and digital) as well as the information services provided, made available and maintained by library staff.

(2) The library is a publicly accessible library and it does not pursue any direct or indirect commercial purposes. The library provides information, materials and literature for all EMBL staff, both scientific and non-scientific, at all EMBL sites. It primarily serves the needs of research, teaching and study in addition to other scientific and non-scientific purposes, education and training.

(3) In line with these terms of use, the primary tasks of the library are among others

1. to make all forms of published information (media), which it either owns itself or to which it can grant access, available for use both on its premises or as remote access in the EMBL network
2. to lend media for use outside the library,
3. to procure media not available at its premises through loans from other libraries,
4. to organise and provide information based on its catalogues and media or to obtain (research) information from databases,
5. to provide advice on and training in how to use the library, the services it offers and its technical facilities,

6. to carry out public relations work,

7. to provide services, advice and training in accordance with the EMBL internal policies in the field of scientific publishing, open access and open science for EMBL members, including advice on licensing and copyright as well as the administration of prepayment schemes,

8. to provide publication management such as maintenance of records of publications of EMBL members of personnel,

9. to provide access to the library facilities, especially the reading room, the open shelf books and journals, the printer room and workplaces.

(4) These Terms of Use shall constitute the legal basis under which the use of the library is permitted. Any additional guidance documents or information provided by the library at EMBL shall form an integral part of these terms of use and shall be respected accordingly.

II. General terms of use

2. Opening hours

(1) The library shall determine the opening hours in agreement with the library committee and the EMBL management. These shall be announced in an appropriate manner.

(2) For special reasons, the library may be closed in whole or in part at short notice. This will be announced in an appropriate manner.

3. Acknowledgement of the Terms of Use

Any access of the library (either virtual or physical) and use of its services or any materials made available by the library, shall constitute acceptance of these Terms of Use. Such access of the library premises or the library materials shall be regulated by these Terms of Use.

4. Admission for use and borrowing

(1) Any EMBL staff member, scientist, visiting scientist, student or a registered guest of EMBL may be permitted to use the library and the materials made available by the library. Such permission shall be granted based on full acceptance of these terms of use. Admission may be refused or revoked for good cause.

(2) A user account shall be needed and granted for borrowing media, for using special digital services or any other services of the library.

(3) A user account is to be created by the library based on request from the user at the beginning of a user's employment at EMBL and must be activated by the user. The library or its materials shall not be accessed prior to such account being granted by EMBL.

(4) The user account will be deactivated when the user's employment at EMBL ends or when the library is not used in accordance with the terms of use.

(5) Any user account shall be deactivated immediately if the library and its materials are not used in accordance with these terms of use, any other document provided by the library or any obligations towards a publisher.

5. Use by external users

(1) External users for the purpose of these terms of use shall be: all users that are not EMBL members and that use the library facilities as walk-in users.

(2) External users must register in the library office before accessing the library or using any of its resources. Registration shall only be granted based on full acceptance of these terms of use by the external visitor.

(3) External users shall only be granted access to use the media provided in the library on-site. External users may use the workstations and computers as well as printers and scanners in the library only in line with these terms of use.

(4) External visitors are not permitted to use licensed online resources. They shall at all times refrain from borrowing or removing any media or objects from the library premises.

(5) Any use of the library or its materials or facilities other than prescribed by the library terms of use shall be sanctioned by EMBL and as per the applicable law.

III. Use and behaviour within the library

6. Behaviour in the library

(1) Every user must show consideration for other library users and must not obstruct library operations. The user must observe the instructions of the library staff.

(2) In library premises, disturbing behaviour (conversations, telephone conversations, etc.) is to be avoided. No messy or smelly food is allowed in library facilities. Smoking is prohibited. Animals shall not be brought into the library.

(3) Workplaces used during the stay in the library must be kept in a tidy condition.

7. Use in the reading room

(1) All media in the library reading room can be used on-site without borrowing. Before leaving the library, the media used must be deposited in the designated places in the reading room.

(2) Workplaces - with the exception of the silent rooms - may not be reserved in advance. Anyone leaving their workplace for a longer period of time must clear it completely, unless it is a permanent workplace assigned by the library. Otherwise occupied but vacant places can be cleared and reassigned by library staff. In addition, special regulations apply to the use of computer workstations (cf. 10.).

(3) All media located in the storage rooms can be ordered for use in the library or borrowed (cf. 8.).

IV. Borrowing and ordering

8. General terms and conditions of borrowing

(1) The holdings of the library may be borrowed for use outside the library, provided that they are not subject to any restrictions.

(2) Media marked as "Library Copy" are excluded from borrowing.

(3) The general borrowing regulations (including the duration of the loan period, number of loan period extensions per item, etc.) are determined in agreement between the library and the library committee and are announced in instructions for use which shall be considered as part of these terms of use.

(4) If media are borrowed from the reading room, these must be self-checked by the user or presented to the library staff for check-out. Media ordered from the storage rooms are handed out by the library staff. It is forbidden to take media from the library that have not been checked out electronically in the library system.

(5) The documentation of the loan in the library system is considered as proof of the delivery of media. The borrower is liable for the borrowed material from the moment of check-out until it is returned.

(6) Further lending to third parties is strictly prohibited.

(7) The library is entitled to hand over media to any person who has a valid user account to which these terms of use shall apply.

9. Loan to users from EMBL sites outside Heidelberg

All borrowable media can also be borrowed by users at EMBL sites outside Heidelberg. Shipping to the user is handled by the library, and the user is responsible for returning the items within the prescribed time limits. All regulations under 8. apply accordingly.

V. Computer workstations and digital information services

10. Use of computer workstations and digital information services

(1) The library provides computer workstations. These shall not be used for any other purposes than the ones prescribed in these terms of use. Any use shall at all times be in accordance with EMBL rules and internal policies. Prohibited use includes any use that impedes the work and mandate of the library, violates rules, regulations or offends common decency. In case of high demand, the use of the equipment can be limited in time.

(2) Instructions for the use of the equipment, databases and Internet services must be followed. Copyright and licensing regulations must be observed. It is prohibited to make any changes to system settings, network configurations and software.

(3) The user is liable for damages caused by manipulation or other unauthorised or prohibited use of EMBL's or the library's devices and media, and those of the publishers. The library staff must be informed immediately of any defects in the devices detected before and during use.

(4) In addition to the library's terms of use, the relevant rules, regulations and policies at EMBL including EMBL's Internal Policy No 54 on acceptable computer and network facility use policy (as amended from time to time) shall apply.

VI. Other services and uses

11. Copies and reproductions

(1) It may be permitted to make reproductions from the library's media or to have them made only for non-commercial purposes and within the framework of the copyright regulations currently applicable in Germany. This also applies to media provided within the framework of inter-library loans.

(2) The users themselves shall be personally responsible for any breaches of the applicable copyright and personal rights and other rights of third parties when copying or using reproductions. The users shall at all times comply with the applicable copyright laws.

VII. Final clauses

12. Duty of care and compensation

(1) All media and furnishings of the library are to be handled with care and must not be damaged.

(2) Anyone who loses or damages media, furnishings or other work equipment of the library must notify the library immediately and provide for compensation as required.

13. Liability

Any liability of EMBL and the library shall be within the scope of the services provided and is limited to intent and gross negligence only.

Any use of the library or its materials or facilities other than prescribed by the library terms of use or other documents part of these terms shall be sanctioned as per the applicable law by EMBL or relevant damaged third parties.

14. Entry into force

These Terms of Use were approved by the Library Committee on 03.11.2020 and shall enter into force on 01.01.2021.