

Library Rules and Regulations

§ 1 Tasks and opening times

- (1) The library of the Bach Archive serves as a scientific library for the requirements of science and practice, research and teaching.
- (2) The library is open from Monday to Friday 10am – 4pm.

§ 2 Admission

- (1) The library can be used by all citizens.
- (2) External users need to register for working in the reading room via a registration form.
- (3) By registering, the user accepts the library rules and regulations.

§ 3 User's obligations

- (1) Library users are obliged to comply with provisions of library rules and regulations and the arrangements of the library staff. They shall assume full liability for any damages and losses which they have caused, including those caused by negligence or failure to comply with these obligations. <see § 6>
- (2) Coats, jackets, hats, umbrellas, bags, etc. are to be kept in the lockers and the coat check provided for this purpose and may not be taken into the reading room.
- (3) In the library, users are expected to be quiet and considerate of others.
- (4) The rooms and workplaces must be kept clean.
- (5) Smoking, eating and drinking in the library is prohibited.
- (6) Library users must immediately inspect the condition of the handed over books or other media and point out any damages found; otherwise the user will be liable for any damages discovered when the items are returned.
- (7) Library users are required to treat all library media and library facilities in a proper, conscientious and careful manner. In particular, notes and underlining in books, as well as correction of typographical errors, bending the blades and drawing are prohibited. No title cards may be taken out of card catalogues.
- (8) When studying manuscripts, autographs and cards, the use of ink and pens is prohibited.

- (9) In the case of loss or damage to library property or equipment, the library user responsible will be held liable for replacement of such items. The value of the item(s) to be replaced shall be determined by the library. Can a damaged item to be repaired, the user replace the costs incurred. If irreplaceable works are damaged, the library can demand in addition to the costs for making a reproduction full compensation. Additionally, the library user has to pay a processing fee.
- (10) To secure the resources of the library, the staff is entitled to carry out controls and to check the contents of the users' bags when entering and leaving the library premises.

§ 4 Special terms & conditions

- (1) The library is a reference library; it is not possible to borrow media for use outside the library.
- (2) Photocopy jobs are handled by the library staff. The fees are calculated according to the fee schedule of the Bach Archive.
- (3) If you want to use items of our historical stocks, please let us know 4 days before your visit.

§ 5 Disclaimer of liability

The library will not be liable for loss, theft or damage to personal property of its users, including items kept in the lockers and the coat check. The use of equipment and facilities of the library is at the user's own risk.

§ 6 Right of control

The library is authorized to ask library users to show their identification card. When leaving the library all carried books and other materials are voluntarily to present.

§ 7 Termination of user privileges

Library users found repeatedly violating the library rules and regulations, as well as users found guilty of serious violations of the above, may be subject to the suspension or termination of their user privileges (temporary or permanent, partial or full). The same applies to a suspension due to other causes, such as unreasonable behaviors on the part of the library user. All damages and liabilities incurred remain the responsibility of the library user.

§ 8 Effective date

These terms of use are effective as of the date August, 1 2015.