



**House rules of the Zentral- und Landesbibliothek
Foundation Berlin (ZLB)**
(complementary to the current terms and conditions of use of the
VÖBB)

The Zentral- und Landesbibliothek Berlin (Berlin Central and Regional Library) is a secular place for everyone, regardless of cultural and social background, gender, age, religion, worldview, disability or sexual identity. At our house, the principle of mutual consideration and mutual respect applies. To ensure good communality in the library, the following rules apply in the Amerika-Gedenkbibliothek (America Memorial Library) of the ZLB and the Berliner Stadtbibliothek (Berlin City Library) of the ZLB and we are vigilant about compliance with these rules.

1. General terms and conditions, scope of application, domiciliary right

- 1.1. During opening hours, access to and use of the library is free of charge. The provisions of these house rules and of the terms and conditions of use apply.
- 1.2. Upon entering our building, you agree to be bound by our terms and conditions of use and our house rules. They apply to the America Memorial Library and the Berlin City Library of the ZLB.
- 1.3. The Board of Management of ZLB has the domiciliary rights. The library and security personnel exercise this right on the behalf of ZLB. They can issue instructions to the visitors that have to be followed.
- 1.4. If you violate the house rules and fail to comply with the instructions, you may be expelled from the premises and possibly banned from entering the premises

2. Conduct in areas of the library accessible to the public

- 2.1. Everyone must be considerate of everyone else in the library. Media, materials and furnishings must be handled with care and as intended. Please always conduct yourself in such a way as to not disturb, hamper or endanger other visitors.
- 2.2. Visiting websites with content punishable under criminal law is forbidden.
- 2.3. It is your personal responsibility to abide by copyright regulations.
- 2.4. Loud talking and other noise, including making telephone calls, are not permitted in the reading room. Mobile phones must be silenced. Talking in appropriate volume is allowed in the marked group work areas and in the lounge of the AGB (America Memorial Library). Events of the Library are excepted.
- 2.5. Food (cold) and beverages are generally permitted in most areas of the library. Exceptions are particularly designated. Hot and smelly dishes are not allowed beyond the first entrance hall, please be considerate.
- 2.6. Anyone who damages or soils library materials must reimburse the expenses incurred.
- 2.7. Smoking as well as consuming alcohol or drugs is forbidden in all rooms inside the ZLB, i.e. also in toilets, corridors and stairways.

- 2.8. Feel free to bring your portable computer. Any available, freely accessible electrical outlets may be used to provide electricity. Personal devices may not be connected to the library's data network.
- 2.9. You may not alter technical devices and library facilities. Library patrons are also not permitted to fix technical malfunctions themselves.
- 2.10. We will open and close windows for you and we will also turn the light and our devices on and off for you.
- 2.11. Prior written permission by the Board of Management of the ZLB is required for anything which exceeds usual library operations, for example collections, the sales and distribution of merchandise, advertising, displaying posters and presenting materials as well as all kinds of cinematography, photography and filming.
- 2.12. Playing and watching media of the ZLB collection inside the library on self-owned, ZLB-rented or stationary ZLB devices is only allowed after the media has been borrowed.

3. Objects / animals, daytime lockers, lost and found

- 3.1. Bicycles, large or bulky items of luggage and other objects which disrupt library operations may not be brought into the library. Animals - with the exception of guide dogs for the blind and assistance dogs - are not permitted. All guide dogs for the blind and assistance dogs must be leashed.
- 3.2. Please use the daytime lockers for your bags, backpacks, umbrellas and outerwear for the duration of your stay.
- 3.3. Loss of locker keys must be reported to library staff instantly. A loss statement must be completed. You are fully liable for any damage and costs caused by the loss of the key.
- 3.4. Please, by all means, take the items you placed into your locker with you when you leave. We will open all lockers outside of opening hours and treat their contents as lost property. Unhygienic materials and food leftovers will be disposed of.
- 3.5. The ZLB shall not be liable for the contents of lockers, clothing, devices or any other objects brought into the library or lost, damaged or stolen objects.
- 3.6. Please hand in any lost and found items at the information or the security desk. Any lost property and objects taken from lockers which were not emptied on time shall be treated in accordance with § 978 BGB [Civil Code].

4. Miscellaneous

- 4.1. Barbecueing is not permitted on the properties of the ZLB.
- 4.2. Non-public areas may be entered after prior registration and after being expressly invited to enter only.
- 4.3. Vulnerable areas are monitored by the site security services by means of video technology.



The Director
Volker Heller

Note: German house rules are legally valid for us.