



## Library Regulations

The German Historical Institute library is an academic reference library serving those undertaking research, teaching, studying or looking for specialized information. The library is open to anyone who has an interest in German history, British-German relations or comparative historiography. The use of the library in other cases is at the Head Librarian's discretion.

**New readers** should book an appointment (email: [library@ghil.ac.uk](mailto:library@ghil.ac.uk)) for a virtual induction (offered via Zoom, Mondays 12pm and Wednesdays 4pm, or by arrangement) before their first visit, and register in person at reception on their first visit. They should bring with them the signed application form (this can be found on our website), a passport photo and recent proof of address so that they can be issued with a library card. There is no charge to use the library.

### COVID-19 entry requirements

- We recommend but do not require wearing a face covering when you are moving around the institute.
  - Readers are encouraged to take a lateral flow test before visiting the Library.
  - You must not visit the institute if you are experiencing symptoms of Covid-19, or if you have recently tested positive for Covid-19 and are required to self-isolate under government guidelines.
  - Please use the hand sanitising stations when you enter the building.
- ➔ Further information on hygiene and social distancing can be found on page 3.

These regulations will be under constant review and might be changed at short notice. In visiting us you agree to abide by these rules. We reserve the right to deny you access to the library for a two-week period, if you fail to do so.

### General

- All readers enter the building via reception where they must report to the receptionist with their name and reader pass number. To exit the building, please report to reception again and then leave via the ground floor glass door.
- Staff may ask to be shown the contents of files, bags and lockers and readers must comply with any such request.
- During library hours, coats and umbrellas may be left in the cloakroom and personal belongings in cloakroom lockers. The locker key is to be handed in at reception if a reader

leaves the building for any length of time. All lockers are to be emptied each day when the library closes.

- ❑ The GHIL cannot be held liable for any loss or damage of personal belongings caused by the unauthorised action of a third party.
- ❑ Smoking is prohibited throughout the building. Eating is permitted only in the Common Room. Drinks in sealable containers may be taken into the library rooms.
- ❑ Information on how to evacuate the building in case of emergency is displayed at reception.

## Reading Rooms

- ❑ During their library induction, library users will be instructed in the safe use of ladders in the library. Should readers have any problems with the ladders, or have difficulty reaching books on high shelves, they can ask library staff for assistance, who will be happy to help.
- ❑ Please be considerate of other readers, do not talk loudly and silence your electronic devices.
- ❑ The library rooms open to readers are located on the ground and first floors and in the basement, the second and third floor are not open to readers. Most of the holdings are on open-access shelving.
- ❑ Books cannot be taken out on loan. In the event of a reader damaging a book, e.g. by marking or in other ways, the reader must pay for a replacement copy. The library retains the right to ban the reader from further use of the library. This also applies to any reader who attempts to remove a book from the library.

## Services and Facilities

- ❑ The GHIL provides access to the internet for the purpose of conducting research only. Access is available at computer terminals on each floor or via readers' personal devices through the GHIL network. In order to use the Wi-Fi, readers must obtain a password at reception. By accessing the internet, readers accept the *Internet Use Guidelines* of the GHIL.
- ❑ We have a wide range of electronic resources which are accessible while readers are in the building, and most have options for partial downloads to a laptop.
- ❑ A book scanner is available for readers. This may be used to scan to a USB stick (bring your own) or to a mobile device (Android or iOS) via Wi-Fi. Responsibility for ensuring that copyright law is not breached lies with the person making or ordering scans. Digital photography (no flash) is permitted.
- ❑ A reader-printer is available for microfiches and microfilm. Print-outs from the digital library are to be shown and paid for at reception (10p per sheet b/w).
- ❑ It is not possible to arrange inter-library loans. Readers are welcome to suggest potential new acquisitions (to [library@ghil.ac.uk](mailto:library@ghil.ac.uk)).

- A member of staff will be available in the ground floor library office for assistance. Should you need more detailed assistance or have questions related to your research please send an email to [library@ghil.ac.uk](mailto:library@ghil.ac.uk). If appropriate, we may offer you advice via a video call.

### **Hygiene and social distancing**

- We recommend but do not require wearing a face covering (bring your own) when you are moving around the institute.
- Wherever possible, a minimum distance of 1m should be maintained between people.
- The building is cleaned professionally on a daily basis.
- We encourage all readers to clean their table and chair before and after use with the disinfectants provided. Do not try and disinfect any library materials or computer equipment, photocopiers, scanners or ladders. Instead, please sanitise your hands both before and after using them. Hand sanitiser is available throughout the building. Please be aware that library materials will not be quarantined after use.
- To improve ventilation windows will be opened by staff regularly and should be left open if at all possible. The lift should only be used if you cannot manage the stairs.

It is your responsibility to follow these hygiene rules as best you can. Thank you for your patience and understanding.

We hope you will feel safe while using the library and very much welcome any feedback to [library@ghil.ac.uk](mailto:library@ghil.ac.uk).