



## Usage Rights for the Center for Urban History of East Central Europe Library

Scientific research institution workers, professors, graduate and undergraduate students, teachers, State and local governmental workers, cultural and educational institutions, civil organizations, scholars, foreign students, and all persons desiring to enrich their knowledge are afforded the right to use the library collection of the Center for Urban History of East Central Europe.

### User Registration:

To obtain permission to access the library, one must complete the required application form during the initial visit to the library, and familiarize oneself with the rules governing library use.

### **User Rights**

Users possess the right to:

1. Access the library collection;
2. Make use of the search-information service (including the use of the electronic catalogue and consultation with the library officer);
3. Photocopying of library materials on the Center premises is available for a nominal fee - please see the Office Manager. The photographing of materials is free of charge. It is prohibited to make a complete copy of any book, pamphlet, or periodical.
4. Submit proposals for the improvement of the library structure, collection organization, and search-information apparatus.

### **User Responsibilities**

Users are responsible for:

1. Careful treatment of library materials
  - Do not remove books from the Center premises. Books and other materials housed at the library are the property of the Center for Urban History of East Central Europe;
  - In the event damage to a book is uncovered, please bring it immediately to the attention of the library officer. The most recent user of any book bears the responsibility for any damages therein;
2. Personally verify a book or magazine library call number in the electronic catalogue, and locate it on the shelves. In the event of any need for assistance, consult the library officer;
3. **Do not alter the order of books placed in the open access collection, and which are organized by category in ascending numerical order;**
4. **Record the titles of the books with which you have been working in the library registration log.**
5. **Place all unshelved literature on the designated glass table provided near the library entrance.**
6. Do not make any marks or signs in books and magazines;
7. Adhere to accepted norms of library etiquette:
  - Maintain quiet
  - Food and beverages are not allowed in the library
  - Cellular phone use is prohibited
  - The use of sound-producing electronic devices is prohibited
8. Place coats, briefcases, and backpacks in the closet provided;
9. Treat library property with care.

***Users who damage the library collection will be held financially and administratively liable.***

***Users who violate Library Rules forfeit the right to the use of the library and its resources.***