

User Regulations

Date 24. Januar 2020
Location Schlatt
To Users of the Iron Library

Eisenbibliothek
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User Regulations of the Iron Library

1. Positioning and goal

The Iron Library is a scientific special subject library focusing on the history of technology, the history of iron and modern engineering materials, industrial culture and the history of science.

The Iron Library provides the most comprehensive possible assemblage of published and unpublished literature in its special areas of competence. It supports the free use of its holdings by scientists, engineers and the general public.

2. Opening hours

The Library is open from Monday to Friday by prior appointment. Holidays and special days on which the Library is closed are published on the website.

3. Application as a user

In principle, everyone is entitled to use the Library's holdings free of charge. It is advisable to give advance notification. Users are requested to complete the application form in full.

4. Reference library

The Iron Library is a reference library. The holdings may be consulted in the reading room but cannot be borrowed. In the case of particularly valuable holdings or media that cannot be easily replaced, the Library reserves the right to authorize use.

5. Lending for GF employees

GF employees at site in Schaffhausen are excluded from the reference library restrictions. They may request to have the desired books delivered to their office by internal mail. The lending period is six months and can be renewed.

Documents that are older than a hundred years are not lent. Special rules may be issued for particular groups of documents.

6. Interlibrary lending from other libraries

Books that are not held by the Iron Library can be procured through the Library free of charge by interlibrary lending from libraries in Switzerland and abroad.

7. Use in the library

Access to the holdings

The holdings in the open access library can be consulted freely by library users.

Access to journals in the library's stacks is possible only by special permission.

Historical books in the Ernst Müller Room must be ordered from library staff.

Putting books back on the shelves

The library staff will put away the books that have been used. Please do not put the books back on the shelves.

Handling the holdings

The books must be handled with the greatest care. Please do not use the books as a support on which to write. Making any markings or notes, etc., in the books is forbidden. The books must not be stained or otherwise damaged.

Please use only pencils when you are taking notes.

House rules, conduct in the Library

A cloakroom and lockers are available to users. Please do not bring coats, rucksacks, bags or umbrellas into the reading room or the stacks.

It is not permitted to eat, drink or smoke on the Library premises.

Special rules

Management and the Librarian may issue special rules for use of the Library.

8. Photocopies and reproductions

For conservation reasons, books printed before 1900 may not be photocopied. Provided their condition permits, books from after 1900 may be photocopied or scanned.

They may also be photographed with the user's own camera (no flash).

Copies may be made only after consultation with the Library staff.

9. Research

A computer is available in the reading room for catalog queries and WLAN is available for internet research. The Iron Library staff will be glad to assist users in research and in obtaining literature.

10. Author's copy

Users will leave the Iron Library a copy of their work, without being asked and free of charge, regardless of whether the work is published or not.

11. Liability

Users are responsible for the documents that they have borrowed. They are liable for any damage they may have caused to the Library or archive holdings.

The Library is not liable for theft or damage caused by third parties to the detriment of the Library's users. It also excludes any liability for the users' personal effects.

12. Exclusion from the Library

Management may completely or partially exclude users from Library use for an indefinite or limited period of time for repeated infringements of the Library regulations, failure to comply with the instructions of the Library staff or disturbing other people.

24. Januar 2020
Side 3/3 User Regulations of the Iron Library

Users may also be partially or completely excluded for theft or damage to the Library's holdings or facilities.

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The staff of the Iron Library will be glad to assist you if you have any questions about these Regulations.

Schlatt, 14. Januar 2020

Franziska Eggimann
Managing Director of the Iron Library

Christopher Zoller-Blundell
Academic Librarian