



Usage Regulations for the ZAS Library

The Library of the Leibniz-Centre General Linguistics (ZAS) is a facility in the immediate working environment of the scholars working here. It is not a public library, but a specialized academic library for the staff and guests of the Centre. Its primary task is to support the academic activities at the ZAS by providing literature and information.

All new library users are requested to register to set up a user account when using the library for the first time. Non-Centre members who wish to visit the library or use it as a reference library are asked to register in advance with the librarian or at the ZAS Library Information Desk.

The library is available to employees of linguistic institutions in Berlin and Potsdam and students of linguistics who are resident in Berlin or Potsdam. They may use the library as a reference and research library with limited borrowing rights. Employees of other linguistic institutions, other students of linguistic study programs, and people working in the field of linguistics may use the library as a reference and research library only after prior registration with the library staff and the opening of a library account. In exceptional cases, this group of users may use the short-term loan service to copy media upon request.

If the ZAS library staff is not present, only ZAS staff members with a valid library account may borrow items. To do so, they must fill out a borrowing form with all the necessary information and place it in the box provided for this purpose at the ZAS information desk. This is also the case if you are only taking items out of the library for a short period of time, e.g. for photocopying on another floor.

Loud talking, the consumption of food and drinks (except water in sealed containers) and smoking are not permitted in the library. The use of cell phones in the library is limited to muted functions; users are required to leave the library if they want to place a phone call. Library users must refrain from doing any actions that could disturb other users or cause damage to library facilities or collections.

All employees and visiting guest researchers are obliged to return their borrowed items to the library in due time before the termination of their employment at ZAS unrequested. When doing so, the library's opening hours must be taken into account. Since the library is closed between Christmas and New Year, borrowed media must be returned in advance.

Media that should be incorporated into the library collection will be ordered exclusively by the head librarian, who receives acquisition proposals from the researchers.

Library users are responsible for complying with applicable copyright laws whenever copying or reproducing from books and other materials. The use of information provided by the library in electronic form (e.g. eJournals) must be in accordance with the existing copyright regulations. It is not permitted to download complete issues or volumes. Articles are only permitted to be downloaded for academic purposes. Distribution via e-mail to persons not affiliated with the ZAS is not permitted. By using the e-resources, users agree to abide by the terms and conditions of the license agreements concluded with the providers.

Admission to borrow items must be applied for in person at the library.



Rules and Regulations for employees of linguistic institutions in Berlin and Potsdam

Employees of linguistic institutions can borrow up to 20 books. The loan period for books is up to 4 weeks and cannot be extended. If books are returned overdue, the right to borrow further books expires. In order to borrow books, the appropriate [application form](#) must be filled out, in which the affiliation with the respective academic institution is confirmed. Proof of employment must be renewed annually.

Rules and Regulations for Linguistics Students in Berlin and Potsdam

Students can borrow up to 5 books over the weekend (Friday through Monday). A certificate of study must be presented as well as proof of residency in Berlin or Brandenburg.

Students working on a thesis may borrow up to a total of 10 books. The loan period for books is 2 weeks. It is not possible to extend the loan period. In order to borrow books, students have to submit the appropriate [application form](#), which has to be signed by the supervisor of their thesis, and a certificate of study. Proof of residence in Berlin or Brandenburg is required. Borrowing privileges may be suspended if due dates have expired.

General regulations

Borrowing privileges may be suspended for overdue items. In the event of loss or damage, the borrower will be held responsible. In the event of loss, an equivalent replacement copy must be obtained or the library will charge the cost of replacement. The [library](#) must be notified immediately of any change in the borrower's contact information (address, e-mail address, telephone number).

Acceptance of the ZAS Terms and Conditions of Use takes place

- a) by entering the ZAS library
- b) by using the resources provided by the library
- c) by creating a library account

The Library Usage Regulations can be viewed at any time online (https://www.leibniz-zas.de/fileadmin//media/Dokumente/Bibliothek/Usage_regulations_ZAS-Library_en_incl_Data_Protection_07-11-23.pdf) or in the ZAS Library during its opening hours.

Library users who seriously or repeatedly violate these rules may be denied access to the library, either temporarily or permanently.

The library management exercises domiciliary rights. They may authorize other library staff to exercise domiciliary rights.

Liability of the ZAS library

The library is not liable for any damage to or loss of any items left unlocked by library users. This also applies to any valuables or money stored in the lockers of the library.

These Usage Regulations take effect on November 7, 2023 and supersede all previous versions.

Geisteswissenschaftliche Zentren Berlin e.V.

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Appendix Data Protection to the ZAS Library Usage Regulations

Data Privacy

The Library of the Leibniz-Zentrum Allgemeine Sprachwissenschaft is subject to the data protection regulations of the European Data Protection Regulation (EU GDPR) as well as the German Federal Data Protection Act (BDSG) and the German State Data Protection Act (LDSG).

In this privacy policy we inform you about the processing of personal data in our library. We are committed to protecting the privacy of our visitors and to handling and using personal data in accordance with the GDPR.

Responsible Organization

The responsible body for data processing is
Leibniz-Cente General Linguistics (ZAS), Pariser Str. 1, 10719 Berlin
bibliothek(at)leibniz-zas.de

Data Protection Officer

pico engineering GmbH, Oldenburger Allee 25a, 30659 Hannover
dsb(at)pico-engineering.de

What do we use your data for?

We need your data to process the loan and return of media and to contact you (e.g. to inform you when a reserved medium is available, if you so wish). The legal basis is Art. 6 para. 1 letter b GDPR.

What data is collected?

Surname, first name, address, phone number, email address. This data is used exclusively for library purposes (loans, overdue notices, information about reservations and expiring loan periods, if you request it). If you wish to use the Web OPAC (Online Public Access Catalog), it may be necessary to pass on data to the service providers (see below).

Web OPAC (Online Public Access Catalog)

The library offers a Web OPAC on the Internet. This catalog is hosted and technically maintained on our behalf by the company Anando Eger Datenverarbeitung in data centers in Germany.

Collection of general information

The OPAC application is hosted on a web server which, on the basis of our legitimate interest according to Art. 6 para. 1 sentence 1 lit. f GDPR, creates log files in which accesses with IP are recorded (access log files). This data is automatically deleted after 90 days and is used exclusively to defend against possible hacker attacks on the system and to analyze errors. Only authorized administrators have access to these log files in accordance with the GDPR.

The following data is recorded in the log files:

- Browser type and browser version
- the operating system used
- the referrer URL (the previously visited website linked to our website)
- the IP address of the accessing computer (network)
- date and time of the server request
- the transmitted status code
- the search terms entered in the search form
- the retrieved document/page
- login events (reader number)

This type of anonymous information is statistically analyzed by the company in charge in order to optimize the application and the technology behind it.



User accounts of the library database

Only the OPAC application is hosted by the supervising company; the data is stored on a ZAS server. It is possible for members of the ZAS to have their user account created in the library database activated for them so that they can view their account online, e.g. to renew or reserve an item. The user-related data is encrypted and transmitted directly from the ZAS server to the client device.

What happens if you do not entrust us with your data or revoke its use?

If you do not entrust us with your data or revoke its use, no user account can be created, or your existing account would have to be deleted. This means that borrowing is not possible and the library services cannot be used.

How long is your data stored?

Personal data of users with an employment contract at the ZAS will be deleted when their employment contract has ended and all borrowed media have been returned. However, it can be stored for a certain period of time with your consent. Personal data of other users will be deleted when all borrowed items have been returned and they have not borrowed any items for five years. These data may also be retained for a certain period of time with your consent. For all users, consent may be withdrawn at any time.

What rights do you have with regard to your data stored by us?

Within the framework of the applicable legal provisions, you have the right to obtain, free information about your stored personal data, its origin and recipients, the purpose of the data processing and a right to correcting, restricting or erasure of this data as well as a right to object to its processing at any time. To do so, please contact the responsible body for data processing, whose contact details can be found at the top of this appendix.

If you have any further questions on the subject of data protection, you can contact us at any time at the address given above. You also have the right to lodge a complaint with the relevant supervisory authority if you have the impression that the website operator is not complying with data protection regulations.

The Berlin Commissioner for Data Protection and Freedom of Information is responsible for data protection supervision in Berlin in accordance with Art. 51 GDPR:

Berlin Commissioner for Data Protection and Freedom of Information, Alt-Moabit 59-61, 10555 Berlin
[mailbox\(at\)datenschutz-berlin.de](mailto:mailbox(at)datenschutz-berlin.de)

Withdrawal of your consent to data processing

Many data processing operations are only possible with your explicit consent (see Art. 7 DSGVO). You may withdraw your consent at any time. All you need to do is send us an informal email. The legality of the data processing carried out until the revocation remains unaffected by the revocation.

Right to data portability

You have the right to have data that we process automatically on the basis of your consent or in fulfillment of a contract, handed over in a commonly used, machine-readable format. If you request the data to be transferred directly to another controller, this will only take place if it is technically feasible.

This Appendix comes into effect together with the Usage Regulations on November 7, 2023.