

MAECENATA LIBRARY

Terms of use

1. Task and aim of the library

The Maecenata Library, with its printed, audiovisual and digital collections and the library skills and services of its staff, is a center of interdisciplinary information provision on the topics of civil society, civic engagement, philanthropy and foundations. It serves studies, teaching, research, journalism, public information and policy consulting.

The library aims to create the organizational and infrastructural conditions for a stable and reliable interdisciplinary information supply.

2. Use

Full-time and honorary employees, collegiate researchers, fellows, associated researchers or persons otherwise affiliated with the Maecenata Foundation ("interns") may use the library without restriction.

In addition, use is generally permitted to any person ("externals"). There is no entitlement to use by externals.

The library may be used on weekdays by appointment. Individual rooms of the library can be temporarily closed for special events.

Workplace reservations are possible by arrangement. An individually reserved workplace may be left unused for a maximum of 90 minutes.

3. Use of the collections

All printed, audiovisual and electronic collections and information facilities of the library can be used on site without a special ID card.

Borrowing is possible by appointment. For borrowing by external users, contact details are taken upon presentation of an ID document. External permanent users are issued library cards.

After use, all media must be deposited on the table in the large library room.

Internal users are allowed to set up handbooks with up to ten media units. The inclusion of periodical volumes, loose-leaf collections, reference works, audiovisual and digital media in a reference collection is not permitted. In the event of obvious prolonged non-use, such a reference collection will be closed.

Users must treat the library materials and all equipment with care. If media are labeled, soiled, damaged, stolen or not returned on time, the person responsible will be liable for compensation. Compensation is to be paid in the amount of the replacement value. Damage must be reported immediately to the library staff.

4. Behavior in the library

Users of the library are obliged to behave respectfully towards other users, the library's holdings and its staff.

Jackets, coats and similar items of clothing are to be left at the checkroom.

Smoking is absolutely prohibited in all rooms of the Foundation. The consumption of food is prohibited. Water may be carried and consumed.

The library must be as quiet as possible. Small group work may take place at a reasonable volume by arrangement. The use of cell phones is restricted to the corridors.

5. Making copies

Copies in small quantities may be made in-house free of charge.

For making copies in larger quantities, a copy loan is possible upon presentation of a personal document with return on the same day.

Users are responsible for observing copyright laws.

6. Observing terms of use

By using the library, users accept the terms of use in their current version.

In order to secure the printed materials, audiovisual and digital media as well as the furnishings, the library management is entitled to check the contents of bags, backpacks, etc.

Users must observe the terms of use and follow the instructions of the library staff. They are liable for damages and disadvantages incurred by the library due to non-compliance with these obligations.

The library management may impose sanctions on users who violate the terms of use, which may include exclusion from use.

7. Disclaimer

The Foundation is not liable for damages caused by incorrect, incomplete, omitted or delayed user and information services. Furthermore, it is not liable for the loss of or damage to items that users have brought into the library.

8. Privacy

Loan slips and entries in the "Loan" list are destroyed or deleted after the items are returned.

Berlin, 01.09.2023

signed Dr. Rupert Graf Strachwitz
Board of the Maecenata Foundation

signed Ilka Kleinod, M.A.
Head Librarian