

Library guidelines for external patrons

The IWM - library is a non-lending open stack library, open to the public during the reception's office hours, from 8:30 am to 2:30 pm from Monday-Friday.

Every user is asked to fill out a form, giving their name and contact information, as well as leave a form of ID with the receptionist. There are no library cards or fees. The personal data is saved, but not passed on to any third parties. You have the right to ask for, correct and ask for the deletion of your data at any given time. Your data will be saved at least until all library materials have been returned and the user leaves the library. The data will then be collected again at the next visit.

The library collection is searchable via the intranet on a computer in the main library room. The open stack facilities in the main library room and conference room can be consulted alone, for all other parts the librarian's assistance is required. Please leave all items on the designated return shelf or the librarian's pigeon-hole before leaving.

The books may be scanned, copied or photographed after consulting with the librarian.

The library user is liable for all missing or damaged books.

Should the suspicion for theft arise, the IWM's staff is authorised to search a person and their belongings at any time.

The IWM staff is authorised to ask persons under the influence of alcohol or other drugs or who are inconveniencing other library users to leave.