

Universität Siegen / D-57068 Siegen

An die Leitung
der Universitätsbibliothek

im Hause

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Siegen,

APPLICATION FOR THE ESTABLISHMENT OF A WORKING APPARATUS

Acknowledging the following implementing regulations, in particular point 2.3, I apply for the establishment of a working apparatus.

Name

Faculty

Signature

In accordance with § 12 of the Library Regulations of the University of Siegen Library, the Library Commission has decided that on Oct. 12, 1999, that professors and research assistants may establish a working apparatus upon request. A working apparatus may contain a maximum of 60 volumes with an open-ended loan period.

THE FOLLOWING PROVISIONS APPLY TO THIS:

1. Acquisition is generally to be financed by reallocation of non-personnel funds, but not library funds. Funding from appeal funds is exempt from this restriction.
2. In contrast to lending bound to loan periods, the following provisions apply:
 - 2.1 The working apparatus may only be set up in working rooms within the University. Accessibility must be guaranteed.
 - 2.2 The loan period is unlimited. There is no reclaim due to reservation by other users.
 - 2.3 The borrower's name may be provided by library staff to third parties upon request.
 - 2.4 A working apparatus may not contain journal volumes or individual journal issues. Loose-leaf collections may be included only as an exception.
3. The loan of handsets (location code 88) under the conditions valid until 1999 will not be continued. Existing books remain with the borrowers. The volumes already borrowed will be counted toward the maximum number of sixty.

The final decision as to whether a particular work can be included in a working apparatus is made by the Head of the University Library.