

## **Special Borrowing Rights of the University Library of Duisburg-Essen: Reserved collections for members of staff (= *Handapparate*)**

In order to support teaching and research of full time staff, the university library provides the opportunity to lend literature from the library's holdings or new acquisitions on a continuing basis. Until the termination of employment, you can constantly use the literature at your place of work.

### **Number of titles / limitations**

Reserved collections for members of staff must not exceed

- 100 borrowings (for professors)
- 15 borrowings (for junior academic staff).

Series, journals and loose-leaf collections cannot be included in such reserved collections.

### **Financing**

Books for reserved collections are purchased from the literature funds of each department. The responsible subject specialist of the university library decides on the purchase of multiple copies for the library's holdings.

### **Listing in the catalogue / liability in case of loss**

- Books in the reserved collections are listed in the catalogue as a part of the library's holdings. In urgent cases, they have to be available for general use.
- The library card holder agrees that the library, if needs be, gives information to third parties about the individual books in his/her collection.
- The card holder is responsible for his borrowings.

### **Borrowing and return**

- The separate user card necessary for setting up a reserved collection can be obtained at the head of the lending department. In the case of junior academic staff, the card is limited to the length of their contract (see individual work contract).
- Books which have been acquired for a reserved collection are provided by the lending department and, after the receipt of written notification, can be collected from the responsible subject library.
- If the holder of a reserved collection leaves the Duisburg-Essen University, all media from the collections must be returned. The transfer of a reserved collection to a successor is possible after it has been examined by the library to ensure that it is complete.

For detailed information on this procedure, please contact the responsible subject librarians (<https://www.uni-due.de/ub/en/efachref.php>) and the following contact persons:

#### Applications:

Mrs Grabowsky (Duisburg campus)  
+49 (0) 0203 379 2060  
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#### Book orders:

Mrs Woelke  
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Mrs Willems-Schaum (Essen campus)  
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