Dear Students,

as you know, our library rooms have to be closed to the public until further notice due to an official order. You have also been informed that the deadlines for the submission of your final theses (BA and MA) have been frozen, retroactively since 03/12/2020, until the regular course of study is resumed, but at least until 05/11/2020. This will considerably ease the situation regarding the procurement of literature you need for working on your theses. To ensure that your studies are affected as little as possible, the following rules apply:

1) OUR LIBRARY: INDIVIDUAL VISITS BY APPOINTMENT
As long as possible, we will keep our library open for individual visits after personal notification (preferably by e-mail) for all our students and staff.
-- When notifying us about your visit, please let us know which books you would like to borrow so that we can make them available in advance and limit your stay at the university to the bare essentials.

2) COPYRIGHT RESTRICTIONS
Please understand that even in this crisis situation, we (teachers and students alike) must not disregard applicable law: Privately scanned articles and books without appropriate copyright licenses may not be sent. However, Mrs Steinberg, our Berlin library manager, provides the following helpful information:
a) According to § 60a and § 60c UrhG it is permitted to reproduce up to 15 % of a work for the purpose of teaching and learning as well as non-commercial scientific research. This relates to all pages which are not blank and whose content consists mainly of text.
b) The following may be used up to 100 %:
-- Illustrations (especially photographs)
-- Individual contributions from the same journal or scientific journal
-- Small-scale works (printed works: 25 pages, film/music: 5 minutes, sheet music: 6 pages)
-- out-of-print works (regardless of how long they have been out of print)
As long as this is taken into account, copies/scans may be uploaded by e-mail or, for example, in TrailNex (which is not open to the public, but restricts its access to members of our university)!

3) ONLINE DATABASES
You should make intensive use of all available online databases, of course.
-- As is well known, we have a sufficient number of licenses for EBSCOhost (full-text articles and abstracts) and Statista (statistical data): You will find the relevant login data in TrailNex.
-- Unfortunately, access to the Wiley Online Database, which we also license, is only possible directly from within our three locations in Berlin, Cologne and Frankfurt. As long as we are able to maintain this service, we can therefore only offer you the option of informing our library colleagues in particularly urgent cases, which article or data from the Wiley database you require for your thesis, so that they can be sent to you as a PDF file if possible.
-- And, of course, please use all other available online sources, esp. scholar.google.com and, if necessary, the interlibrary loans of major university libraries.

4) NOTES ON THE SOURCE PROBLEMS IN THE FINAL THESIS
If you urgently need specialist literature that cannot be obtained through all these channels, please provide the information in your Bachelor's or Master's thesis which literature you needed but was not, under the given circumstances, available to you despite your best efforts. This will, of course, be taken into account appropriately when evaluating your thesis.

5) RETURN OF BOOKS ALREADY ON LOAN
On 03/17/2020 we informed you by mail that books and other media currently on loan from our libraries do not have to be returned personally for the time being, and that no overdraft fees will be charged. This rule applies until further notice. However, it may of course be that borrowed literature is urgently needed by one of your fellow students, who is working on her final thesis, too:
-- If you are near our locations anyway, please take the opportunity and return the borrowed books or media to us. If possible, please notify us in advance, as the buildings are closed to the public (but should still be open at the usual times).
-- Otherwise we would contact you if literature is urgently needed and ask you to send us the books.