

Universität Siegen / D-57068 Siegen

**Sender / Contact:**

An  
Arbeitsapparate  
AR-UB 006

Email:  
Telephone: +49 271 740-

im Hause

Siegen,

### **APPLICATION FOR THE ESTABLISHMENT OF A PERSONAL RESEARCH COLLECTION**

Acknowledging the following implementing regulations, in particular point 2.3, I apply for the establishment of a personal research collection.

Name .....

Faculty .....

Signature .....

I agree that my data will be processed in order to process my application.

### **IMPLEMENTING REGULATIONS FOR THE ESTABLISHMENT OF A PERSONAL RESEARCH COLLECTION**

In accordance with § 12 of the Library Regulations of the University of Siegen Library, the Library Commission has decided on Oct. 12, 1999, that professors and research assistants may establish a personal research collection of up to 60 volumes with indefinite loans.

The following provisions apply to this:

1. Purchases are generally to be financed by reallocating funds for equipment, but not library funds. Funding from appeal funds is exempt from this restriction.
2. Unlike loans subject to loan periods, the following provisions apply:
  - 2.1 The personal research collection 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 personal research collection may not contain journal volumes or individual journal issues. Loose-leaf collections may be included only as an exception.
3. The loan of reserve collections (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 personal research collection is made by the Head of the University Library.