ZMT Library

How To borrow a book/journal issue

Only ZMT employees and ISATEC students may borrow library resources by self-lending service.

ISATEC students should respect the lending period of four weeks, but may also renew the item by contacting the ZMT library staff.

There are A6-sized borrowing forms in the library, which must be completely filled out for each borrowed item.

<table>
<thead>
<tr>
<th>ZMT Library Loan Slip</th>
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</thead>
<tbody>
<tr>
<td><strong>Use capitals.</strong> - <strong>Materials can only be borrowed by ZMT staff and ISATEC students.</strong></td>
</tr>
<tr>
<td>Author</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Call number/ Shelf mark</td>
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<tr>
<td>Reader’s name plus for ISATEC’s: ZMT tutor</td>
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</tbody>
</table>

Call number means the signature of the book, e.g. “GEN Abc 1”. If you want to borrow a journal issue, please also fill in the volume no./year.

To **return** the item, place it on the library’s return table which can be found in the library’s entrance area. Alternatively, library items can be placed in the library’s mailbox in the main building. Please do not turn the material back into the shelf by yourself.

**Please note:** Before starting a long field trip, all borrowed library items must be returned. Taking the library’s holdings abroad is not permitted.

The library may reserve the right to enter an office to search for library holdings.

**Overdue fines or material replacement costs due to negligence must be paid by the user’s workgroup.**

For questions please contact the library staff:

**library@leibniz-zmt.de**

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