



## DOCUMENTATION CENTRE AND LIBRARY

### User guidelines

The Library and Documentation Centre of the UNESCO Institute for Lifelong Learning provides its services mainly to inhouse research staff but also to external users worldwide. In addition, the Library is also open to the general public respecting the following conditions:

1. Services are provided free of charge.
2. Materials may be borrowed by residents of Hamburg as well as residents of the outer urban area free of charge subject to an initial loan period of four weeks with a possible extension to a maximum of 12 weeks.
3. Reference and archive materials including all periodicals cannot be borrowed.
4. If the loan period is overrun, reminder fees accrue. Charges are € 2.00 for the first reminder, € 5.00 for the second and € 10.00 for the third.
5. In the event that a book is lost, the Library Documentation Centre must be reimbursed either by provision of a new copy or by payment of the purchase price, in any case a minimum charge of € 10.00 becomes due.
6. Photocopying facilities are available for a fee.
7. For statistical purposes we ask our visitors to kindly give their comments in our log book.