



## Joining the ZAS library / Terms of use

The ZAS-Library is primarily a research library for members of the ZAS, its student assistants and guest researchers. Use of the library is open to employees of linguistic institutions and students of linguistic study courses in Berlin and Potsdam.

Short-term loans for copying purposes are possible in exceptional cases.

### Regulations for employees of linguistic institutions in Berlin and Potsdam

First of all, the appropriate [application form](#), in which the membership to the relevant academic institution is confirmed, has to be completed. Proof of employment has to be renewed annually. Employees of linguistic institutions may lend up to 20 books. The loan period for books is limited to 4 weeks, an extension of the loan period is not possible. In case of a delayed return the user will be excluded from his borrowing rights.

### Arrangements for students of linguistic study courses in Berlin and Potsdam

Students may borrow up to 5 books over the weekend (from Friday to Monday). A certificate of studies (student identification card) has to be presented. A residence in Berlin or Brandenburg has to be proven.

Students, who work on their thesis, may borrow up to 10 books. The loan period for books is two weeks. An extension of the loan period is not possible. First of all, the appropriate [application form](#), that is signed by the supervisor of the thesis, has to be submitted. A certificate of studies (student identification card) has to be presented. A residence in Berlin or Brandenburg has to be proven. In case of delay the user will be excluded from his borrowing rights.

### General Regulations

It's not allowed to hand on borrowed books to third persons. Any user is fully liable for loss or damage of borrowed books. Any change of address or e-mail address has to be reported immediately.

Journal volumes are only available for short-term loan against the deposit of a valid identity document.