

The Library

The Library serves the purpose of theological training at the European Theological Seminary (ETS). A collection of theological textbooks, reference works, treatises, and magazines, is available for students in both German and English. Library materials are kept in the Library, Reading Room, and 1st level classroom.

Books that have white library codes may be checked out of the Library using your Student ID (See below for more details). All reference books (which have yellow labels) may not be removed at any time.

Fees and Fines

1. The annual fee for using the Library is 100,00€.
2. A late return fee of 1,00€ per day and per book will be charged. This starts at 11:01 o'clock on the day of return. The late fee is to be paid to the Library staff.
3. The Library is also accessible for users who are not enrolled in the school for a fee of 50€ per semester, payable at the front desk, where they also will receive a User-ID-Card.

Library Regulations

Library users are obligated to keep the following library regulations:

1. The Library and Reading Room will be open during the semesters from 7 a.m. to 10 p.m., although a librarian will not be continually on duty.
2. Each book needs to be properly checked out with the Student ID, also if used in the Library or Reading Room! Library inventory is never allowed to be taken out of the Library without properly signing it out.
3. The limit on signed-out books is ten books at one time. The librarian may allow exceptions.
4. Used books are not allowed to be placed back on the shelves by oneself, but are to be put on the book cart (Main Library) or the return shelf (reading room).
5. Books reserved for current courses are kept on the reserved shelf in the Main Library and can only be checked out for a maximum of two hours. Books taken from there HAVE to be put back on the reserved shelf.
6. The regular lending period is four weeks. It can be extended by two weeks if there is no other reservation or an ulterior usage. Handing over the book to a third person is not allowed. The Library is free to shorten the lending period in special circumstances.
7. Magazines and newspapers from the magazine shelf are only allowed to be read in the library or the foyer and have to be put back in the right spot on the magazine shelf.

8. The working space in the Library has to be totally cleaned, at the latest in the evening.
9. In order to enable work to be carried out as undisturbed as possible, we ask that you remain quiet.
10. Food and beverages are prohibited in all Library rooms, except water in closable containers.
11. The working place of Library staff is not accessible to Library users.
12. In the event of damage to or loss of the borrowed book, the user shall be liable for the full replacement cost incurred by the library.
13. The librarian may exclude certain Library property from lending or use.

Printing/Copying/Scanning

In the Library, the students have access to a printer/copier. At the beginning of the school year, every student receives a printer account as well as a code for using the printer/copier. One page costs 0,10€. The printer account can be recharged by the Library staff during their working hours. Copying and scanning from the Library property are allowed, but the user takes the responsibility for keeping the copyright regulations.

Violation of the Library Regulations

Readers who violate the Library regulation can lose their Library privileges temporarily or permanently.

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