

- Library -

**Information for users of the Innovation and
Competition Library**

Marstallplatz 1, 80539 Munich

Opening hours:

Innovation and Competition Library

	Monday - Friday	8.00 - 21.00
	Saturday	10.00 - 14.00
Tel.:	089 - 24 24 6 - 221	(Information desk)

Tax Law and Public Finance Library

	Monday - Thursday	9.00 - 17.00
	Friday	9.00 - 15.00
Tel.:	089 - 24 24 6 - 5402	(Information desk)

Contact:

Tel.:	089 - 24 24 6 - 200	(Head of the Library)
	089 - 24 24 6 - 216	(Journals department)
Fax	089 - 24 24 6 - 501	
e-mail	Library@ip.mpg.de	
homepage	http://www.ip.mpg.de	
Web-OPAC:	http://aleph.mpg.de	

**Cloakroom and
Lockers:**

Are located in the entrance hall of the Institute. Lockers are available for a deposit of 1 or 2 EUR. All lockers must be emptied before the library closes. Coats, umbrellas, bags, etc. are not allowed in the library.

**Registration:
Introduction:**

Please check in at the information desk. Instruction on how to use the library is given every Monday at 11.00 a.m. and 3.00 p.m. On request, the introduction is held in English. An additional library tour is offered every Thursday at 11.00 a.m. Participation will enable you to use the library more efficiently and is obligatory. Do not miss this opportunity! We kindly ask you to sign our guest book on a daily basis, if you are a single-day user or an external user with a locker in the reading room.

Reading room:

There is free choice of workspace in the reading room. The consumption of food and drink, as well as smoking, is not allowed. Please notify us about your longer absences from the reading room, otherwise we take the liberty to assign your

library locker to other visitors after a period of one week.

- Catalog:** You have access to research facilities in the reading room and the basement of the library. In the Web-OPAC, the complete holdings of the library (books and periodicals) are registered.
- Databases:** Our comprehensive range of databases can also be accessed using the research PCs.
- Holdings:** In the reading room you will find a selected collection of reference works of the Institute's fields of research - marked with yellow stickers. Further you will find the publications of our Institute, dictionaries and the classification subject „Internationales“. Downstairs you will find our holdings in alphabetical order according to the classification system of the library.
- Periodicals:** The periodicals of the current year are displayed in alphabetical order in boxes in the reading room. A selection of the most important journals is displayed for 10 days in a special rack in the reading room. Bound volumes of journals are located in the shelves under the appropriate country code.
- Lending:** This is a **REFERENCE LIBRARY**. Books and periodicals may not be taken home. It is possible to take books to a place in the reading room or an office within the Max Planck Institute. In this case, please make use of the self-check lending terminal. When a book is no longer needed it must be personally returned to the information desk of the library it came from. It will then be dealt with by the librarians. Periodicals, bound volumes thereof and books marked with yellow stickers may only be removed temporarily for reading and photocopying. You must return them to their original location immediately after use.
- Copying:** Copying machines are to be found in the basement of the library. An automatic card dispenser is located in the entrance hall of the Institute. Copy cards can also be purchased at the reception desk of the Institute.