

- Library -

**Information for users of the Tax Law and Public Finance Library
Marstallstraße 8, 80539 München**

Opening hours:

Tax Law and Public Finance Library:

	Monday – Thursday	09.00 – 17.00
	Friday	09.00 – 15.00
Tel.:	089 – 24 24 6 – 5402	(Information desk)

Innovation and Competition Library:

	Monday – Friday	08.00 – 21.00
	Saturday	10.00 – 14.00
Tel.:	089–24 246–221	(Information desk)

Tel.:	089 – 24 24 6 – 200	(Head of the Library)
	089 - 24 24 6 – 202	(Journals department)
Fax.:	089 - 24 24 6 - 501	
E-Mail:	Bibliothek@tax.mpg.de	
Homepage:	http://www.tax.mpg.de	
Web-OPAC:	http://aleph.mpg.de/F	

Cloakroom and Lockers: Are located next to the entrance of the library. Lockers are available for a deposit of 1 Euro. All lockers must be emptied before the library closes. Coats, umbrellas, bags, etc. are not allowed in the library

Registration: **Please check in at the information desk.**

Introduction: Library tours for new visitors and scholars are given if necessary. Participation in a library tour is required before being able to use the library. We kindly ask you to sign our guestbook on a daily basis, if you are a single-day user or an external user with a locker in the reading room.

Reading room: The workspaces can be chosen freely in the reading room and must be cleaned up upon leaving the library. The consumption of food and drink, as well as smoking, is **not** allowed.

- Catalog:** Within the reading room you have access to research facilities. 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 by using the research PCs.
- Holdings:** The library of the Max Planck Institute for Tax Law and Public Finance focuses on collecting information in the fields of company law, accounting and tax law as well as finance with an emphasis on public finance. The entire collection can be found in the reading room set up according each classification.
- Periodicals:** The periodicals of the current year are displayed in alphabetical order in boxes in the reading room. Bound volumes of journals beginning from publishing year 2000 on are to be found on the shelves under the appropriate country code. Older volumes are located in the magazine and must be requested.
- 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 to an office within the Max Planck Institute. In this case please use the self-check lending terminal. In case a book is no longer needed it must be returned personally 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. They must be returned to their original location immediately after use.
- Copying:** Copiers are to be found within the library. An automatic card dispenser is located in the entrance hall of the Max Planck Institute for Innovation and Competition. Copy cards may also be purchased at the reception desk of the same Institute.