

HOUSE RULES OF CONDUCT

ZBW – Leibniz Information Centre for Economics

Date: 15 November 2022

§ 1 Purpose

The ZBW – Leibniz Information Centre for Economics is a user-oriented scientific infrastructure facility and provides places for scientific work as well as scientific and cultural exchange at their locations in Hamburg and Kiel. The security and wellbeing of visitors and employees, the protection of assets and property as well as buildings and facilities require rules regarding the behaviour by everyone in the rooms and on the premises of the ZBW. Thus, the management of the ZBW issues the following House Rules of Conduct with effect from 1 January 2021.

§ 2 Scope of Application

1. The House Rules of Conduct shall apply to the entire area and all buildings of the ZBW including all rooms leased by the ZBW and otherwise used by the ZBW
 - in Kiel (Düsternbrooker Weg 120),
 - in Hamburg (Neuer Jungfernstieg 21).
2. The House Rules of Conduct shall be observed and complied with by all persons who are on properties and in buildings of the ZBW. This shall include in particular visitors, guests as well as persons who are in the buildings of the ZBW only temporarily. By entering the premises and the buildings of the ZBW, these persons shall be deemed to declare their consent to the House Rules of Conduct.
3. To users of the ZBW (library), the conditions of the “Benutzungsordnung” (terms of use) and the “Gebührenordnung” (scale of charges) shall additionally apply.

§ 3 General Conditions

1. The directions of the library and security staff shall be complied with at all times.
2. The usage of private electronic devices shall not be permitted. These rules shall exclude portable computers (including tablets), mobile phones as well as technical aids for disabled people and other technical aids that are required for learning. The usage of the aforementioned devices shall only

be permitted when the operating person is personally present and to a limited extent; when leaving the premises, you must disconnect the devices from the electricity supply.

3. Any posters, notices, notifications, announcements of events or similar information as well as flyers, handouts or leaflets may be hung or displayed only with the ZBW's approval (indicated by means of the ZBW's stamp) and at the places provided for that purpose. The content and subject of the text and images must not infringe any fundamental rights or other rights of third parties or impair the ZBW's reputation.

§ 4 Right to undisturbed Possession

1. The director of the ZBW shall be entitled to the right to undisturbed possession. The members of the ZBW's management or persons instructed by the management shall exercise the right to undisturbed possession on behalf of the ZBW and shall be permitted to declare that individuals are prohibited from entering the ZBW's premises. The directions of the instructed persons shall be complied with.
2. Any persons who infringe the House Rules of Conduct may be given a warning and, if necessary, may subsequently be expelled from the ZBW's premises. In the case of severe or repeated infringements of the House Rules of Conduct and/or the "Benutzungsordnung" (terms of use) of the ZBW as well as for the prevention of immediate dangers, a prohibition to enter the ZBW's premises may be declared, which shall be done at the due discretion of the instructed persons in accordance with item 1 above. Violations of an effective prohibition to enter the premises shall result in a criminal charge in accordance with Section 123 of the German Criminal Code [Strafgesetzbuch, StGB].
3. In the rooms left to a third party, the right to undisturbed possession shall be exercised by that third party; in that context, the principles of these House Rules of Conduct shall be applied.

§ 5 Usage of the Library Rooms

1. The library rooms shall, in principle, be used by the users on the basis of the current "Benutzungsordnung" (terms of use) and during the opening hours.

2. All users and persons in accordance with item 2, subsection 2 of these House Rules of Conduct that are present in the library rooms shall behave considerately so that the legitimate rights of other persons and the library operations will not be impaired. In all rooms of the ZBW that are intended for use, people shall behave quietly and shall not disturb other persons.
3. Beverages may be carried in containers that can be adequately closed and may be consumed at the workplaces. Eating warm and/or strong-smelling food shall not be permitted.
4. Users may only stay in the library rooms as well as in public areas that need to be crossed in order to reach the relevant rooms.

§ 6 Event and Meeting Rooms

Visitors and guests attending events in the ZBW's rooms shall be permitted to cross even the non-public areas of the ZBW for that purpose, if necessary, in order to reach the relevant rooms. In doing so, they shall behave considerately so that the ZBW's employees (including external service personnel) and users will not be impaired in their activities. The ZBW may restrict the usage of certain parts of a building as passageway at any time.

§ 7 Outdoor Areas

5. Parking sites

- a) There are no parking sites available at the ZBW Hamburg.
- b) The parking sites of the ZBW Kiel are located at an area shared with the Institute for the World Economy and these parking sites have been provided exclusively for employees of the ZBW as well as their registered guests. If vehicles have been parked on the ZBW's parking sites in an unauthorised manner, these vehicles will be removed without delay and against payment of a fee.

6. Spaces for bicycles

- a) There are spaces for bicycles available for visitors, users and guests in front of the relevant buildings in Hamburg and Kiel.
- b) Spaces for bicycles are particularly marked and must be used only by authorised persons.

- c) Any parked bicycles or other means of transport that obstruct any escape routes will be removed without delay and against payment of a fee.

§ 8 Photographies, Video and Audio Recordings

1. When making photographs as well as film and sound recordings, the personal and data protection rights as well as other rights of other users, visitors, guests and the ZBW's staff shall be observed.
2. Likewise, it shall be ensured that in that context copyrights and other related protective rights will not be infringed.
3. Making photographs as well as film and sound recordings for journalistic or commercial purposes shall require the ZBW's prior consent.

§ 9 Supervision Rights

1. In order to secure the ZBW's tangible assets, the ZBW shall be permitted to take supervisory measures, to install supervisory equipment and to carry out supervisions.
2. In cases of reasonable suspicion, the ZBW may check the contents of bags and other containers after having obtained the consent of the person concerned.

§ 10 Video Surveillance

1. In exercising the right to undisturbed possession, in particular in order to safeguard the security of the persons staying at the ZBW, for the purpose of protecting the property of the ZBW as well as for the purpose of using evidence in the scope of reasonable suspicions of criminal offences, video surveillance has been installed in selected areas of the ZBW that are open to the public.
2. The instructions on the video surveillance applicable in each case as well as information on rights of data subjects can be found at <https://www.zbw.eu/en/data-protection>.

§ 11 Fire Protection, Smoking Ban, Emergencies

1. The use of open fire (e.g. candles, tea lights, matches, sparklers) in the ZBW's premises shall be prohibited.
2. Smoking is absolutely prohibited in all buildings and parts of the buildings of the ZBW. Smoking as well as using e-cigarettes shall be permitted only in the designated smoking areas or smoking zones outside of the buildings.
3. Bringing any open alcoholic beverages to the library shall be prohibited. Serving and consuming alcoholic beverages on the ZBW's premises shall only be permitted in the scope of events and in the rooms designated for that purpose. The ZBW's prior consent shall be required in both cases.
4. Consuming drugs and bringing weapons to the ZBW's premises shall be prohibited.

§ 12 Dangers and Fire, first Aid

1. You can call an emergency doctor and rescue service at any time using the information indicated in the entrance area of the relevant building (extensions -201 for Hamburg and -380 for Kiel). During the opening hours, the information desk will be staffed at all times. The emergency escape routes designated in the building must be kept clear at all times.
2. In the event of danger, the instructions by the security personnel appointed by the ZBW as well as by police and fire service staff must be strictly adhered to. Regarding behaviour in case of fire, the publicly displayed "Brandschutzordnung Teil A" ["Fire Safety Regulations, part A"] (Annex 2) must be observed.

§ 13 Liability

1. The ZBW shall not be liable for any damage to or the loss of items brought to the ZBW unless employees of the ZBW have behaved intentionally or with gross negligence.
2. The users, visitors and guests themselves shall be liable for any damage caused by them.

§ 14 Lost Property

Any items found in the scope of application of these House Rules of Conduct shall be handed over to the ZBW without delay and shall be treated as lost property.

§ 15 Effective Dates, Changes and Amendments

1. These House Rules of Conduct shall take effect on 1 January 2021 and shall be publicly displayed.
2. These House Rules of Conduct shall supplement the “Benutzungsordnung” (terms of use) of the ZBW (as amended).
3. The ZBW’s management or persons designated by the management shall be permitted to issue and publicly display amendments and/or supplements to these House Rules of Conduct.

