

Application to Establish a Level 2 Special Collection

Applicant Surname, First name

Library card number

SST-No. 

Faculty/Institute

Building, Room

Phone

Email

@uni-oldenburg.de

Reason for application (please tick relevant box):

The Central Library/Departmental Library is not within walking distance. The Special Collection is necessary to provide materials directly at a workplace, for the ongoing activities of a large laboratory or other facility where practical work is carried out.

The Special Collection is intended to bring together indispensable materials needed at a number of workplaces for joint use by faculty members working in a similar subject area.

Other reasons: _____

I am liable for damage or loss of the materials acquisitioned with funds from the Library budget. The costs of replacing materials will be covered by funds from the faculty or organisational unit in whose interests the Special Collection was established, insofar as I myself am not personally responsible for the loss or damage. This liability does not cover materials purchased with funds from own or third-party budgets. Submitting a parallel application for a Level 3 Special Collection is not permitted.

Name of Special Collection (a short name, please!)

to be set up in building, room

Opening hours

_____ during the semester

_____ in the semester break

Access is provided by the following person or persons:

1. _____
Name, Building/Room No., Phone, Email

2. _____
Name, Building/Room No., Phone, Email

3. _____
Name, Building/Room No., Phone, Email

The contents of the Special Collection may be viewed in the Library catalogue on entering a password.

Do you wish to be assigned a password?

yes no

Please notify me by email (see above) about the status of materials ordered for acquisition.

New materials are to be collected from the Library.

New materials are to be sent through the internal mail.

I hereby undertake to inform the Library immediately in the event that the terms for the Special Collection cease to apply, my employment at the University ends, or any other relevant changes take place.