Your guide to the EMBL Szilárd Library
The Szilárd Library opened its doors on the 20th November 1979 and it has been providing its services to the EMBL community ever since. It is named after the renowned physicist, Leó Szilárd (1898 - 1964) and to honor this naming the library adopted a dolphin as its logo. The idea behind the logo emerges from Szilárd’s antiwar book, the “Voice of Dolphins”. The library is located on the 2nd floor of the building 13 in the EMBL Heidelberg campus, one floor under the main entrance. It is comprised of the reading area where the user can find workspaces, public-access computers, the printed books and journals collection, the printer room, the librarians’ office and an international newspaper rack. Though physically situated in Heidelberg, the Szilárd Library offers its services to the whole of EMBL’s scientific and administrative staff, across EMBL’s branches in Grenoble, Hamburg and Monterotondo.

“If you want to succeed in the world, you don’t have to be much cleverer than other people. You just have to be one day earlier.”

Leó Szilárd
**Facilities**

**Short and Long-term workspaces**
There are 19 short and 13 long-term workspaces which the users can use for studying purposes. It is possible to book a workspace to ensure that your study materials will not be removed. Materials left unattended -for more than two weeks- are automatically removed.

**Public-access computers**
There are 10 public-access workstations with dual operating iMacs i.e. doubling as Macs & PCs. When re-booting these computers, a window appears which prompts you to select the operating system with which you would like to work.

**Printer room**
There is one black & white (kyo-lib) and one color copier/printer/scanner (Canon-216) in the printer room. In order to connect to one of the printers with your own computer, please, follow the instructions under Network Printers on the EMBL intranet. Using the facilities of the printer room is free-of-charge for the EMBL staff.

**Internet**
There is a free guest WLAN available in the library (limited access to library resources) as well as an EMBL WLAN. For the latter users need to log in with their EMBL credentials. Internet connection cables are also available in the library.

**Lost property**
Forgotten/lost property is normally taken to the EMBL reception, which handles Lost&Found items. Unwanted study materials are kept for 3 months and then discarded.

**Newspaper rack**
In the entrance of the reading there is a newspaper stand with national (German) and international newspapers and magazines like “Der Spiegel” and “The Economist”. The Stiftung Warentest is also available in the librarians’ office. The newspapers are moved after their publication into the printer room where they remain for the rest of the week. You can take any of the newspapers left in the printer room at any time.

**Collection**

The Szilárd Library holds a “hybrid” collection of more than 15000 titles; these resources are either in the traditional printed format or online. The collection spans over various material formats like journals, books, EMBL publications and reports, EMBL theses, audiovisual material and e-books. In the reading area you can also find a collection of CDs/DVDs, reference & language material and the Science & Society book collection.

**Profile**

**Journals**
The collection currently consists of over 250 active journal subscriptions, most of which are available online. An overview of this list is available in our site under the section **Electronic Journals** and on the library’s catalogue. The Sziárd Library has also arranged for access to a considerable number of back-files from many publishers. These files are accessible either via the respective journal’s site or via our site, section **Electronic Journals**-> National - License link. In both cases you can only access this part of the collection from the EMBL campus. If you are interested in a resource, which is not available in the library, please, check the **Document Delivery Service** (p.12) section for more information on how to obtain access.

**Books**
The printed book collection comprises more than 5000 monographic and 2800 serial titles and the online one more than 2800 titles. The printed collection is organized according to an in-house classification scheme. For more information on the classification scheme, check the respective section of this manual (p.7).

**Databases**
The Szilard Library offers access to a number of scientific databases like **Web of Knowledge**, **Methods in Molecular Biology**, **Springer Protocols** and many more. For a complete list, please, check our site under the section **Databases** or the catalogue.
Reference & language section
The reference section contains encyclopedias and handbooks as well as scientific and language dictionaries. Please, note that this type of material cannot be checked-out. The language section consists of mainly German language learning material.

Reports section
This part of the collection consists of publications produced by EMBL like “Research at a Glance”, annual reports etc. It also contains annual reports published by other scientific institutions.

EMBL theses section
The library currently holds around 850 theses published by EMBL’s own pre-docs. You can find more information on how to submit your thesis under the relevant section of this guide (p.15).

Locked Reference Shelf
The Locked Reference Shelf is a special part of our collection and it contains very popular and/or rare books. Special borrowing conditions apply for the titles in the LRS. The borrowing period for these items is one day or over the weekend. You will need to contact one of the members of the Szilárd Library team in order to get access to these books.

Science & Society Book Section
This section comprises of books that were presented during the Science & Society seminars.

Audiovisual material section
Our audiovisual collection comprises of the Henry Stewart Talks, NIH video-recordings as well as of seminars that took place in EMBL.

The Szilárd Library has developed its own classification scheme, which follows the principles of the one developed by the National Institute of Health; we also use the NHI’s Subject Headings for indexing the collection. Below you can find the major categories.

Classification Scheme

<table>
<thead>
<tr>
<th>Category</th>
<th>Subcategory</th>
</tr>
</thead>
<tbody>
<tr>
<td>A – General Science</td>
<td></td>
</tr>
<tr>
<td>B – Chemistry</td>
<td></td>
</tr>
<tr>
<td>C – Biology, General</td>
<td></td>
</tr>
<tr>
<td>D – Biochemistry</td>
<td></td>
</tr>
<tr>
<td>E – Genetics</td>
<td></td>
</tr>
<tr>
<td>F – Biology, Cell</td>
<td></td>
</tr>
<tr>
<td>H – Immunology</td>
<td></td>
</tr>
<tr>
<td>J – Microbiology</td>
<td></td>
</tr>
<tr>
<td>K – Botany &amp; Zoology</td>
<td></td>
</tr>
<tr>
<td>M – Anatomy &amp; Physiology</td>
<td></td>
</tr>
<tr>
<td>N – Neurobiology</td>
<td></td>
</tr>
<tr>
<td>O – Clinical Medicine &amp; Oncology</td>
<td></td>
</tr>
<tr>
<td>P – Pharmacology</td>
<td></td>
</tr>
<tr>
<td>Q – Mathematics</td>
<td></td>
</tr>
<tr>
<td>R – Physics</td>
<td></td>
</tr>
<tr>
<td>S – Biophysical Methods &amp; Techniques</td>
<td></td>
</tr>
<tr>
<td>T – Computers</td>
<td></td>
</tr>
</tbody>
</table>
Collection Development

The Szilárd Library collection is developed according to the research interests and needs of the EMBL scientific community. New additions aim to cover gaps in the existing collection as well as to create new classes of material for upcoming research topics. A very important means for collection development is user suggestions; EMBL’s scientific staff is invited to submit suggestions for new material acquisition.

New entries
New titles - printed, audiovisual and eBooks - are added to the library on a monthly basis and they are displayed on the two New Book Display stands by the entrance to the reading room. New journals are purchased a couple of times per year.

Borrowing Rules
A 4-weeks loan period is valid for the whole of the collection except for the titles under the Reference Collection and the Locked Reference Shelf. The former cannot be loaned and the latter titles can be borrowed for only a single day or over the weekend. For the rest of the collection, the users can renew their loans for up to ten times. Printed journals cannot be borrowed and must stay in the library.

If the loans are not renewed on a monthly basis, the users receive an Overdue Loan notification email, which prompts them to renew the material. Material can be recalled from a user in case that a Reservation Request has been submitted for the specific title/copy by another user. More information on renewing loans and on submitting reservation requests can be found on the FAQ section (p.15).

Library Web Catalogue

The library has adopted a discovery tool to serve as the users’ explorer to the collection. Some of the catalogue’s most important features include:

- The possibility to perform a search from every page.
- A user-friendly faceted-searches menu on the right side of every Result Page.
- Keep lists of Favorites items.
- An easy to use Material Order form.
- Easier Reservation service.
- Web 2.0 features like RSS feeds.
- Export to Endnote ... and many more other services and features.

Account

Via your Library account you have access to the following services:

Reserved
You can use this page to check the titles for which you have placed a Reservation and edit them accordingly.

Saved Searches
You can use this page to save and edit search queries -along with their results sets- that you have performed via the catalogue for future use.

Transactions
You can use this page to check the books that you have on loan and to renew them. You can also check if you have any Open Article requests and their status.

Profile
You can use this page to check your library account profile.

Favorites
You can use this page to check the titles that you have added as Favorites via the catalogue. You can keep as many lists as you want and edit/ rename them accordingly.

Order Material
You can use this service to order articles and books necessary to your research. For more information on how to do so, please, check the Document Delivery Service section of this guide (p.12).
The Szilárd Library offers to you a number of services. In this section you can find a short description for the three basic ones; Document Delivery, Training and Short-intro.

**Document Delivery System**

Material not available at the Szilárd collection can be ordered through the library’s Document Delivery Service. Articles are usually delivered within a few hours, books within a few days. In order to submit an order you need to log in to your library account and select the Order Material option from the Your Account menu.

In the Order Material Form, select the options that best describe your order:

- For articles you can choose between Publisher or Fax pdf; publisher pdfs are faster to deliver with better image quality. Their price depends on the publisher and it can vary from 8 – 80€. Fax pdfs usually are delivered within 24 hours, cost 7€ and have lower image quality; not suitable for work with detailed images!
- For each request you need to specify a Budget Code, except for the Private Order and the Suggestion options.
- For books, you can submit a Loan request. The Loan Requests cost around 9€ and you can keep the borrowed copy for one month. Extension of the loan period is possible upon prior communication.
- You can also submit a Book Purchase Request. There are three types: the Group Order -the book is bought for your Group-, the Private Order -the book is bought for you- or the Suggestion -the book is bought for the Szilárd Library collection.

**Training**

The library offers training sessions for various referencing tools like EndNote and Mendeley, and for literature databases like PubMed and Web of Science. They are organized over regular intervals and once advertised you can book your seat by contacting us.

These trainings are also offered in the EMBL branches once a year; the library will announce dates well in advance. If you cannot attend a regular training session you can request an individual one. For more information on Training, please, visit our site under Training.

**Short intro to the library**

All new-comers at EMBL are offered a short introduction to the library. The intro lasts around 20 min. and it provides you with an overview of the collection and of the services that we offer; how to use the catalogue, how to check-out items, databases, etc.
How to locate a book?
Firstly, you will need to know its Classification number, which you can find by searching our web Catalogue. Note the information included in the Call Number field, which usually has the following format “A5 SCI”; this means that this book is under the section A, subsection (A)5 and following alphabetical order within the subsection the specific book is under SCI.

By consulting the catalogue you can also see whether a book is available or not. In case it is not you can submit a Reservation Request or if you are in urgent need, you can submit a Loan or a Purchase Request. In order to do so, check the respective sections of this guide (p.15). EMBL theses are a special material; they are organized alphabetically and they can be found at the first shelf of the collection.

How to borrow a book?
There is only one way to check-out a book to your account and this is by using the Check-out PC which can be found by the entrance to the reading room. Each book is assigned a number -a type of ID-, which is called Accession Number. This number can be found usually on the inner bookplate and it has for example the following format H654. You will need this number to check out the book to your account.

- In the Check-out PC, you will need to open the Check-out Screen. In this page, you will need to identify yourself as well as the book that you would like to borrow:
  - In the Borrower ID field you will need to introduce your identification: either your name or your personnel number. You can also use the Browse link to find your name. Once you have introduced your identification click on the arrow found next to the field. If the identification is valid your name will appear in bold.
  - In the Items Field you will need to enter the book’s identification number as explained above. Once you have introduced the book’s identification number you will need to click on the arrow found next to the field. In case the Check-out service is out of order, you will need to email this number to the library staff.
  - Finally click on the Check out button found at the top of the page in order to complete the check out procedure.

The loan period for the majority of the collection is 4 weeks. For exceptions, please, check the section Collection of this guide (p.5-6). In order to return a book, you can just drop it in the Return Box by the entrance to the reading room.

How to reserve a book?
In case all the copies of the title that you are after are currently on loan, please, use the link Reserve me to place a reservation on the title. As soon as we receive your request we will take the necessary actions to provide you with a copy. When the book is available you will receive an email to pick it up from the library office.

How to order articles/ books/ material not available in the library?
Please, consult the section Services-> Document Delivery Service (p. 12) or our site under Article/ Book Ordering.

How to submit my thesis?
Submitting a copy of your thesis to the Szilárd Library is mandatory for all EMBL pre-Docs. You can either submit a printed version or a pdf one, though the latter is preferable. You have the right to embargo the online version of your thesis for a period of time of your choosing. The print will go in the library shelf except if there is an embargo agreement with the degree-awarding university.

How do I keep up-to-date with library news?
There are various ways to keeping up-to-date with the Library’s news. You can do so by regularly checking on our Home Page where all our news is posted. You can follow us on Facebook and if you are interested in new material arriving to the library, you can subscribe to our RSS feeds available on our web page and the web Catalogue.

FAQ

Just a few rules...

Please,
- do not remove Journals from the library’s reading area.
- do not install any kind of software to the library’s public access PCs.
- do not store any data on the public access PCs; the PC’s are reset and rebooted every morning and all the data is removed.
- do not change the settings on the public access PCs.
- be quite within the reading room; other people are trying to study.
- do not bring any food in the library.
- use the forms on the side of the workspaces so we know who is using which space.
- return/renew your loans on time.
- do not use a mobile in the library, set the ringing sound to silent.

Visitors

- All visitors to the EMBL Szilárd Library must sign in at the librarians’ office.
- Visitor agree to abide by the library rules and regulations.
- Only consulting the library’s collection is possible; borrowing items is not allowed. Instead you can photocopy the parts you are interested in. Please, consult with the librarians over the pricing.
- Please, do not hesitate to contact us if there are any questions.
Find us on facebook!
EMBL - Szilárd Library

Subscribe to our feed!

EMBL
Szilárd Library

Tel. +49 06221/387-215, -205
library@embl.de
www.embl.de/services/library