

Tasks of the library representatives

In each department there are library representatives who are contact persons for the library, but to whom the head of the library is not entitled to issue instructions. They are appointed by the heads* of the departments.

Depending on the opinion of the departments, the following activities are carried out:

Order release of literature

The literature can be ordered from the UFZ application administration by any staff member of the department. In a subsequent workflow step, the library representative approves the order and thus confirms its relevance for the department. The staff of the library will then order according to various criteria.

Contact person for the library

The library representatives are the contact persons for the library and the staff of their own department for all questions relating to literature work.

A meeting of the library representatives does not take place in a fixed rhythm, but according to current requirements. The library representatives are permanently informed about current developments in the library sector via a mailing list and pass this information on to the departments as required.

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