

Tasks of the library representatives

Each department has one or more library representatives who are the contact persons for the library, but who are not authorized to issue instructions to the library management. They are appointed by the heads of the departments.

They carry out the following activities:

1. Order approval

Literature can be ordered by any member of the department in the UFZ's application management system. In a subsequent workflow step, the library officer approves the order, thereby confirming its relevance to the department. The order request will only be forwarded to the library staff once it has been approved.

The application for literature requests can be found under the following link:

https://anv.intranet.ufz.de/allisa/aktion/show/arn/erstellen/prn/ptyp_bbestellung

2. 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. The library representatives are constantly informed about current developments in the library area via a mailing list and pass this information on to the departments as required (bibbeauftragte@ufz.de). In addition, a working meeting of the library representatives of the academic departments takes place once a year.

You can find an overview of the library representatives of the individual departments under the following link:

<https://www.ufz.de/index.php?en=36464>