

# About the Library

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# About us

As a specialised academic library, the Hans-Dieter Klingemann Library pursues three primary objectives, all of them directly concerning the academic life of students and teachers at Berlin International:

**1. Supplying Specialised Information.** In accordance with the study programs of Berlin International, the Klingemann Library collects and makes accessible print & digital literature organised in the following sections and sub-sections:

- **Design Section:**

- General Design
- Architecture & Interior Design, including Urban Studies
- Product Design & Industrial Design
- Graphic Design & Visual Communication
- Further sub-sections: Arts, Communication & Media Studies, Cultural Studies

- **Business Section:**

- Business & Management, including Digital Business, International Management, Organisational Psychology
- Economics
- Marketing
- Computer Science, Data Science
- Further sub-sections: Law, Psychology, Philosophy, Social Science, Political Science, History

- **Periodicals Section:** journals and magazines mainly in the areas of Design, Architecture, Business, Management, Economics, Social Science, Political Science

- **Design Materials Library** (managed by the Faculty of Architecture and Design)

**2. Promoting Information Literacy.** With its workshops, guided tours and online systems, the Klingemann Library contributes to the proficiency of students and faculty in the tasks of identifying informational needs and using techniques for efficient searching, evaluation and organisation of knowledge.

**3. Serving as Institutional Memory.** A key aspect of the Klingemann Library's collection development policy is the acquisition of printed and digital works produced by Berlin International members (students and staff), which are collected in the [BI Institutional Bibliography](#). This includes theses and book publications, journal articles and book chapters, research and working papers.

The Klingemann Library's holdings are searchable in our [OPAC](#) (OPAC = Online Public Access Catalog) and in the union catalogs [KOBV](#), [KVK](#), [ZDB](#).

Our library is not open to the general public. To all BI members, it offers a pleasant learning environment with study desks for single and group work, computers, free wifi and a self-service multifunction copy machine. For more information, please refer to our [Terms of Use](#) and [Library Regulations](#).

## Contact

If you have a question, you can always [email](#) or click [here](#) to chat via Teams. A librarian is generally available from 9:00-17:00, Monday-Friday.

## Opening Hours

Teaching & exam periods:	Mon-Fri 8:30-20:00 hours
Semester breaks:	Mon-Fri 8:30-17:00 hours

# Code of Conduct - General Agreements

The library is a shared space, so we ask everyone to be conscious of and respectful of others while using it.

With that in mind, students and faculty are asked to observe the following agreements. These agreements supplement the university's general *Code of Conduct*.

## **Everyone may:**

- bring their jackets, coats and bags
- speak louder than in most other libraries, but please be respectful of other library users, especially those studying quietly
- consume drinks, but from stable and tight closable containers please
- listen to music, but please use headphones

## **Patrons (that's you) are discouraged from:**

- eating
- talking on the phone

## **Finally, when leaving, we kindly ask you to:**

- put all books or journals on the book trolley's bottom shelf
- shut down computers
- leave tables and chairs tidy