



## English language guided tour through the Regional Government Library / Administrative Office of the Tyrolean Regional Government



### A guided library tour in English

**Meeting point:** Tyrolean Regional Government Library

Welcome to the Tyrolean Regional Government Library, we are Hildegard Neuner and Rene Thalmeier. We are the library team of the Tyrolean Regional Government Library. With our guided tours we want to give you an insight into the options for literature search and borrowing at our library. Probably, the library will play a role in your further studies. Here we provide key resources like books, journals and a computer work station for you being of utmost importance for every researcher. We are information specialists, so do not hesitate to ask any information-related question, which comes to your mind. Some of our services do not require your physical presence. We, the members of staff, are here to help you either as subject specialists or with any advice on how to get the most out of facilities. And of course we are always here to answer your questions.

### **General information**

The Tyrolean Regional Government Library is part of the Administrative Office of the Tyrolean Regional Government. You find the Tyrolean Regional Government Library on the ground floor of the building called Landhaus 1 entrance Maria-Theresien-Straße 43. Taken as a whole, the collection of the Tyrolean Regional Government Library includes over 20.000 items and thus trying to meet almost the needs of legal researchers and regional governmental staff. Nevertheless we try to improve our services and collections compared to the Upper Austrian Regional Government Library that houses about 50.000 items.



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The Tyrolean Regional Government Library fulfils **one main function**:

First of all, we provide specialist literature, journals and databases from all fields of legal literature for legal researchers and regional governmental staff, who are employees of the Administrative Office of the Tyrolean Regional Government.



Second and in reference to our role as an open library we offer a large amount of media for interested people. So, everyone can join us, but we only lend books to employees of the Administrative Office of the Tyrolean Regional Government. Other users are authorized to read, copy or scan our items.

THE important task of this Regional Government Library is to collect and prepare law-related literature to make the administrative work more efficient. To achieve this goal we also try to implement collection from other District Administrative Authorities and special research institutes (e.g. IFÖ – Institute of federalism).



Every community needs **rules** and those are ours:

- The Library is open to everyone. But not everyone can lend books.
- In order to borrow media or use special databases, you will need a library authorization. For registration you need to bring a valid identity card, a student card or passport, as well as a document proving your current place of residence. Employees of the Administrative Office of the Tyrolean Regional Government do not need an authorization, because we can look up their identity in our computer system.
- Renewals of books or other items are possible up to two times (and not more than six weeks), unless the item has been reserved by another user.
- We kindly ask you to notify us immediately, if you have lost your book or if you have changed your department.
- Please note that you are responsible for all items borrowed. Users will be charged for lost or damaged items.
- Please note that eating, smoking or using the mobile phone is not permitted inside the library. Please do not disturb other visitors. If you need to talk, do it as quietly as possible. You are in a quiet study room.
- We further ask you to leave your bags, rucksacks, briefcases, coats or jackets in the coin-operated lockers (1 €-piece) near the entrance.



## History

In the early times of history the Regional Government Library was founded on 27<sup>th</sup> August 1891. Franz von Zimmerer filed a petition to establish a so called “Bibliothekszimmer”. He inspired the arrangement of a collection of laws and law-related literature in a single room for the benefit of all employees of the Administrative Office of the Tyrolean Regional Government. In the course of time the number of books increased and one single room was really not enough anymore to house the entire collection. The Tyrolean Regional Government had to come to a seminal decision. In the end since 2009 the Regional Government Library has resided in rearranged rooms. The Architecture team Schlögl & Süß made blueprints to save the antique basic structure of a building constructed in the 18<sup>th</sup> century by the famous Georg Anton Gump.



North flank of the baroque “Landhaus” is a picturesque and inspiring atmosphere for a library and its users. The architecture is perfectly emphasized through an art project by Nikolaus Schletterer, who designed the main entrance doors with his art of “Blätterwald”.



## Architecture

The Tyrolean Regional Government Library is divided into **six** library rooms:

- Room I houses a compact system, which allows us to store books efficiently. Above all we store dublets from a wide range of parliamentary materials. But you can also find Tyrolean authors like Adolf Pichler, philosophers like Nietzsche or some literature on religious studies.
- Next, you can find our preparation room. We need a lot of space to prepare our bookbinding material. This room is sometimes also used as a conference room. Furthermore, we are able to serve coffee or tea.
- Room II houses rulings of two Austrian supreme courts. We try to maintain a proper arrangement to find every single ruling as fast as possible. It is an appreciated service of our library to scan a questioned ruling and to send the scan to the questioner. As a result the questioner saves a lot of time.
- In the center of our library you will find a single service desk. There our librarian team will help you with all your questions. This room also contains the bureau of our head librarian. On the left and on the right you can see valuable books behind glass to protect them from being stolen or damaged. In addition, this room houses our holdshelf. There we provide ordered books or periodicals for the departments of the Administrative Office of the Tyrolean Regional Government.





- Room III houses our collection of Austrian Laws. We offer Austrian Federal Laws from 1740 up to now including parliamentary materials, attachments and explanatory remarks. Furthermore, we offer Tyrolean Regional Laws including parliamentary materials, attachments and explanatory remarks. We do also store Regional Laws from other Austrian federal states.



- Room IV contains all our journals and periodicals. In front of our journals you can find a computer workstation operate with Linux. You are able to save your research results on a stick. The whole library has WLAN und we also have a photocopying machine, where you can use coins or a special chip. This photocopying machine can be used as a scanner too.
- Room V houses reference books, a collection of well-known yellow books (code of Austrian law) and thousands of books covering all fields of legal literature. For our regional governmental staff we make available specialist literature, for instance commentaries, doctoral theses and many more.



- Finally room VI houses the EOI-Library.

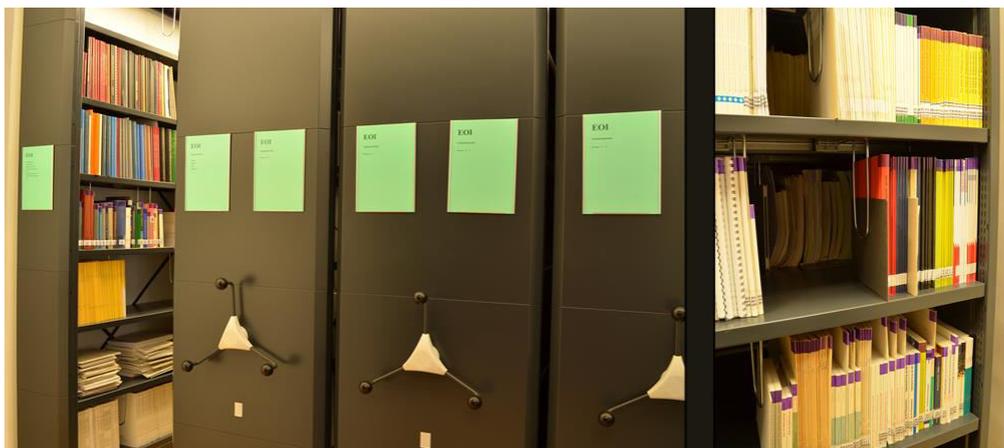


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### EOI-Library

Not long ago we accepted the challenge to house and to prepare the whole EOI-Library (European Ombudsman Institute-Library). EOI possesses a unique collection (in more than 30 languages) of activity reports and proceedings from European Ombudsman Institutes to their parliaments. The collection's focal points are books around Ombudsman topics, conference proceedings and academic theses. Estimated 7000 items can be used for free by students and interested persons. Step by step, we catalogue items and assign appropriate subject headings. We created a special classification system and specific call numbers. This procedure guarantees a scientific preparation for academic and research needs. Our service also includes of course scanning items to send them location-independent per email to you. Thus, the unique collection of the European Ombudsman Institute-Library can be used easily and location-independent according to familiar scientific standards.





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### Journals

Please check the list on our website. Some journals are available online. Therefore, you can read the journal on your own workstation. If you need a special article, we will send the scanned document as an E-Mail. This service will hopefully facilitate your research.

### Useful Information

Our opening hours are Monday to Friday from **9:00 AM** to **12:00 AM** and Monday to Wednesday from **13:00 PM** to **16:00 PM** and on Thursday from **13:00 PM** to **20:00 PM**. Sometimes opening hours will differ. Please **do** check our library web page or make a phone call for your own comfort.

The Tyrolean Regional Government Library is an **open access library**. You can take items from the shelves to read, scan, copy a few pages or borrow the items you are interested in (if you are authorized to do so).

In an open access library you can review the literature you are interested in without any delay, but you cannot be sure if your search is completed or not. Some relevant media may be borrowed or located at another department/special library. If you need a complete search you have to consult OPAC. If an item has actually been borrowed then you can place a reservation on the media.

If the material you need is not available in our library, you can request items via **interlibrary loan**. This service is offered by the University and Regional Library Tyrol (ULBT). You can order books or copies from another library in Austria or from abroad. Please notice the fees. If you want to make an interlibrary lending, then you have to register and you have to fill in a standard form. About two weeks later you will get a message telling you that the item has arrived in Innsbruck. After having paid the fee you can use the media.



Our books are shelved according to a system we created on our own. Each book has a call number at the back and you can see this number in our OPAC, because this number also shows the **location** of the book in our library. The call number has the benefit that it indicates the **content** of a book. Therefore, we can shelve items with similar content close to each other. This is an advantage for your literature search on the shelves.

Our shelving system is very easy. We have classified all fields of law in nine groups with various subgroups. To give an example: call number 456 means subgroup ombudsman within the group 400 constitutional law. We also use colors according to the nine groups. With the color in mind you can better navigate through our collections (e.g. green means environmental law).

To **sum up** we talked about:

- library regulations
- date of borrowing
- copying, scanning and printing
- reserve collections and non-borrowable media
- our website with library hours and announcements
- special stock (EOI)

If you have any library-related question around your literature/information search, please feel free to trustfully contact one of the members of staff. You will find current announcements on our website.

Last but not least, I want to draw your attention to our library folders.

Thank you very much for your attention. We hope you have found the tour useful. It was a pleasure for me to show you our library. We are pleased to welcome you again soon.

Enjoy (y)our library!