

German textbooks

The collection of German textbooks is arranged in open-access shelves. Most books are accessible according to the following system:

1. The textbooks are divided into five historical periods:

Period I	early period-1870	(special location)
Period II	1871 – 1918	(first floor)
Period III	1919 – 1932	(first floor)
Period IV	1933 – 1944	(first floor)
Period V	from 1945	(ground floor)*

2. Within these periods, books are classified in alphabetic order according to **subjects**:

D	German (only reading books and primers)
G	Geography
H	History
R	Factual books (only period I – IV)
S	Social Studies/Politics, Elementary Science

3. The subjects themselves are subdivided according to **class level** and **school type**. **Atlases** and **additional literature** are classified separately.

General Education

B	Class 1 – 4
C	Class 5 – 6
D	Class 7 – 10
E	Class 11 – 13
F	<i>Berufsschule</i>
G	<i>Sonderschule</i> and others
H	Tertiary education
I	Atlases
K/L	Additional literature
Z	Curricula

4. Secondary school textbooks are classified according to the different German school types as follows:

H	<i>Hauptschule</i>
R	<i>Realschule</i>
G	<i>Gymnasium</i>
E	<i>Gesamtschule</i>
F	<i>Fachoberschule, Fachgymnasium</i>

This classification determines the **shelf mark** and the book's location.

The following example shows the shelf mark of a German history textbook:

H D R-V 59 (1, 2001) -7 L +1

H	D	R-V	59	(1, 2001)	-7	L	+1	
								Period
								Subject
								Class level
								School type
								Order number
								Volume/Class
								Edition
								Year of publication
								Additional material
								Multiple copies

Additional material complementing textbooks is marked with a shorthand symbol which follows the indication of volume/class, e.g. **L** = Teacher's manual, **S** = Workbook, **Lö** = Solution book, **K** = Documents to be copied.

Where necessary, a further shorthand symbol indicates the type of material (CD-ROM, etc.).

Foreign textbooks

Foreign textbooks are classified in alphabetic order according to the German **name of the respective countries** and to **subjects** - without further categorisation within the subjects themselves.

D	German
G	Geography
GA	Geographical atlases
H	History
HA	Historical atlases
S	Social Studies/Politics
Z	Curricula and others

Mother tongue reading books and primers are classified according to their respective country codes.

Most European textbooks are located in open-access shelves on the first floor. Reading books, primers, geographical atlases, textbooks from the GDR and the Soviet Union as well as from non-European countries are located in the stack room.

The following example shows the shelf mark of a Russian geography textbook:

RUS G - 34 (4, 2002) 9

					Country code
					Subject
					Order number
					Volume/Class
					Edition
					Year of publication

* Reading books and primers, geographical atlases and elementary science textbooks are accessible in the library's stack room

Scholarly literature

Scholarly literature is recognisable by yellow shelf marks. It is classified into several subject categories with respective order numbers.

First floor

- A Works of reference
- B Biographical/bibliographical works of reference
- G Didactics, methodology, curriculum, teaching
- H Textbook research and analysis
- K Education system, teacher training, university
- Sw Dictionaries

Stack room

- A Science and Culture
- C History
- D Politics
- E Geography, Environmental Protection, Ethnology
- Ea Atlases
- Ek Maps
- F Pedagogy
- L Philosophy
- M Psychology, Pedagogical Psychology
- N Religious Studies
- O Social Science, Sociology
- P Labour, Economy
- R Laws, Administration
- S Philology, Journalism, Media
- U Natural sciences, Technology, Architecture

Example of a shelf mark: WH-H 2576

The shorthand symbol WH (for *Wissenschaftliche Handbibliothek*) is indicated before the subject category and the order number.

Use of resources and lending service

The library is open to the public and offers free use of books and periodicals, as well as a lending service and Internet search facilities. Books can be borrowed only upon presentation of a valid identity card.

A photocopier is available in the library entrance area. The price per page is € 0,05 (DIN-A 4) or € 0,10 (DIN-A 3).

Personal items, including bags, must be kept in lockers.

Opening hours

Mondays to Fridays 8.30 a.m. – 5.30 p.m.

Lending period

- Books (except reference holdings) 4 weeks
- Journals belong to the non-lending resources.

One extension of the lending period may be made

- by telephone +49 (0)531-59099-31
- by email ausleihe@gei.de

Fines

According to § 22 of the rules for the use of the library, failure to respect the specified lending period will be subject to a fine of € 1,00 per volume and per opening day.

Guided visits and library facilities

are available to groups and school classes (only by appointment).



GEORG-ECKERT-INSTITUT
FÜR INTERNATIONALE SCHULBUCHFORSCHUNG

Library

Resources and Lending Service

2009

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