

## Information on the Use of ...

## Library

www. ...

### **1. Welcome to the library**

You can visit our library free of charge. You can also use our stock of items free of charge in the rooms of our library.

If you would like to use more services, you will need an user card.

With your user card you can:

- Borrow items from our library and extend loan periods,
- Use internet workstations, players and demonstrators,
- Use our online services and, for example, download e-books

### **2. Registration**

To receive a user card you must register in the library. You can only register in person. The user card may only be used by the cardholder. The cardholder is responsible for the consequences of misuse of the user card by unauthorized persons.

#### **2.1 Documents required**

For registration purposes, please submit the following documents to us:

- Adults and teenagers  
ID card (e.g. passport, residence permit, temporary residence permit)  
Proof of address (certificate of residence, residence permit)

Children's ID card, student ID card (only plastic cards with a photo of the holder are allowed) or a copy of a personal ID card from a custodian.

Children six years of age or older can register. For children under 14 years of age a custodian assumes liability by signing.

#### **2.2 Usage fees**

You can obtain information on the different fees in the library or in our website.

#### **2.3 Changing personal data, loss of the user card**

You must immediately report any changes to your personal data or the loss of your user card to the library.

### **3. Internet**

The internet is available for use in the library. For further information, please speak to the library staff.

### **4. Use of items outside the library**

#### **4.1 Borrowing items**

Items can be borrowed (and returned) at self-issuing stations or are issued at an issue desk by library staff.

In both cases you need your user card when borrowing items from a library. When borrowing an item you receive an issue slip with the valid date by which you must return each individual item.

#### **4.2 Loan periods**

The loan periods vary for different types of items/media. You can find an overview of the loan periods in the library on our internet website. Before borrowing an item, please assure yourself that the selected item is in a proper condition and complete, and immediately report any damage you find to our staff.

Borrowed items may not be passed on to third parties.

#### **4.3 Returning items**

Each borrowed item must be returned within the library before a set date. You can find information on the latest possible date for returning each individual item on the issue slip and in your user account.

#### **4.4 Extensions to loan periods**

The loan period can be extended before it expires if there are no internal reasons why this should not happen. Loan periods can be extended by telephone, personally by staff at the issue desk or independently in your user account. Please check if the extension to your loan period has been successful in your user account. In case of doubt, the data stored in your user account is valid.

#### **4.5 Fines for overdue items/compensation for damaged items**

If the loan period is exceeded, fines for overdue items are payable. You can find information on the different fines in the library or in our internet website.

If items are not returned, you will be sent reminders at your own expense.

Lost or damaged items must be replaced. A fee is payable for processing details of items that have to be replaced.

### **5. General information**

Library staff can request that bags, backpacks and other types of receptacle as well as bulky objects be locked in the lockers provided for this purpose or handed in for safekeeping. The library is only responsible for loss or damage in cases of intent and gross negligence.

Please take other visitors into consideration during your stay in the library. Disruptive behaviour and bringing animals into the library are not allowed. Eating and drinking are only allowed in the rooms provided for this purpose.

Please take note of instructions from the staff.

You can find further details of the usage rules and the house rules on the relevant notices.

**Our staff are available to answer any questions you might have.**