



ORDINANCE OF LIBRARY USE

OPENING TIMES

Monday	2 pm to 6 pm
Tuesday	10 am to 12 am & 2 pm to 6 pm
Thursday	10 am to 12 am & 2 pm to 6 pm
Saturday	every 1 st Saturday of the month 10 am to 1 pm

On Wednesdays and Fridays the library is closed for project work and internal work.

CONTACT

by telephone:
03378 / 827 222

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I. USE

§ 1 GENERAL

The City Library is a public institution of Ludwigsfelde, which can be used by all citizens. For a fee, media of all kinds can be borrowed.

§ 2 REGISTRATION

- (1) The use of the public library of Ludwigsfelde is permitted only with a valid library member card, which will be issued on presentation of the ID card. Children and young people up to the age of 16 years have to submit a written explanation of the parents or legal guardians stating that they agree with the registry. The member card can not be transferred. The issue of a partner card is possible.
- (2) Children and young people up to the age of 18 years don't have to pay any lending fee. For students over 18 years of age who possess a valid student ID card the member card is free of charge.
- (3) By registration, users or their legal representatives admit this ordinance and by their signature they agree to the electronic storage of their personal data in compliance with data protection laws. Change of residence and / or name have to be communicated immediately to the library staff via presentation of the updated ID card.
- (4) The library member card is required for the lending of media items every time. The loss of it has to be reported to the city library instantly so that a lock of the user account can be initiated. Otherwise, the user is liable for damage caused by the misuse of his member card by an unknown third person.
- (5)

§ 3 LENDING

- (1) Media items can be borrowed for a maximum period of four weeks, this applies to books, audio books and CDs for children. The lending period for games, music discs, DVDs and magazines is limited to two weeks. The Lending period may be extended before expiration of return date, if there is no reservation for the borrowed media units.
- (2) The handing of media units to third parties is forbidden. The media units should be treated carefully. The user is liable for damage and loss, even if the damage was caused by a third person. In case of loss or substantial damage to the borrowed units the user has to pay the replacement cost.
- (3) Before lending, each user is committed to check the state and the completeness of the media items he has chosen for lending. Any damages have to be communicated. Otherwise the user is liable for the ascertained defects.
- (4) Media, which are required for study purposes and are not available in the library can be obtained by the inter-library loan under the provisions of the "Leihverkehrsordnung für die deutschen Bibliotheken" (inter-library loan for the German Libraries).
- (5) The library is not liable for any incurred damages for the user caused by the use of borrowed media units, particularly CD-ROMs as book supplements.

§ 4 BEHAVIOUR

- (1) Bags should not be taken along into the library premises, instead the available lockers can be used. Smoking, eating, drinking and loud conversations are not permitted. Moreover, the instructions of the library staff must be adhered to.
- (2) Users can be fully or temporarily excluded from the use of the library by the head of the institution, if they break these regulations repeatedly or in rude manner. As a consequence, the library card will be seized or cancelled at times without refunding of costs.
- (3) The Library will not accept liability for any loss, thievery or damages of any valuables.

II. FEES

§ 5 SCALE OF FEES

- (1) Fees will be demanded for
- the issuing of a new library card in replacement of a lost one
 - an annual or monthly charge
 - the exceeding of lending periods
 - the damage or loss of media items
 - special offers, e.g. the inter-library loan
- Take note of the enclosed appendix "Scale Of Fees" in addition to that list.
- (2) Fees for overdue media items have to be paid in all cases, even if no reminder was sent.

§ 6 DEBTS OF FEES

Debtors of fees are these users of the city library Ludwigsfelde, who have missed the timely delivery of their borrowed media items or the payment of the annual or monthly charge. In reference to this settlement, parents or legal guardians of minors are responsible for debts of their children.

§ 7 WAIVER OF FEES

In the case of having exceeded the lending period through no fault of one's own, the leadership of the library has the authority to partially or completely waive incurred fees. The lack of fault has to be proved.

§ 8 COMING INTO EFFECT

This ordinance becomes effective on 01st July 2004.

APPENDIX

SCALE OF FEES

In order to utilize the benefits and services of the library, following fees will be demanded from the user:

<u>Service</u>	<u>Fees</u>
Annual Membership	15,00 €
Annual Membership for couples (condition: common adress)	25,00 €
Monthly Membership	1,50 €
Replacement of a member card	2,00 €
Order of books via the inter-library loan	2,00 € plus postage
Order of books from libraries within Teltow-Fläming	0,50 €
Fee for exceeding the lending period (per media item and business day)	0,50 €
per photocopy and printout	0,10 €
Reservation of not available media items	free of charge

