



5. Amendment of the Rules for users and the Table of Fees of the Meerbusch municipal library as of January 01. 2019

§ 1

General Terms

- (1.) The municipal library is a public cultural institution of the town of Meerbusch. It provides materials for information, general and further education and entertainment.
- (2.) Everyone is entitled to make use of the offers of the municipal library within the framework of the present Rules and Table of Fees.

§ 2

Application

- (1.) In order to apply for registration, it is necessary to personally present a valid identity card or passport in connection with a certificate of residency including the following details: name, given name, date of birth and address.
By signing the registration card users confirm to have taken note of the Rules and to recognize the obligation to pay any fees or damages.
- (2.) Children and young people up to the age of 18 shall, together with their application, present written approval from their legal representatives respectively their representatives' signature on the application form. The obligation to pay any fees or damages shall be recognized with such signature.
- (3.) The municipal library is entitled to use the following data:
- name and given name
 - date of birth
 - address
 - in case of minors also the respective data of a legal representative
 - if any, proof of the facts of a reduction
 - description of the borrowed media

§ 3

Library Registration Card

- (1.) A registration card which is not transferable, will be issued upon application.
- (2.) The municipal library shall be informed without delay of any changes of residence or any other personal data as well as loss of the registration card.
- (3.) Any damages which may arise from an abuse of the registration card shall be borne by the registered user.
- (4.) The registration card is indispensable for borrowing any materials (check out procedure) as well as for an automatic check out.

§ 4

Check out, extension, advance booking

- (1.)** Upon presentation of the library registration card materials of all kind may be taken out. The municipal library may limit the number of media on loan at the same time.
- (2.)** Materials may be taken out for a period of 28 days which before the end of such period may on application be extended twice up to 84 days as long as there is no advance booking by any other user.
The borrowing time may be reduced for particular materials.
- (3.)** The municipal library shall be entitled to recall any borrowed materials at any time.
- (4.)** Media may be booked in advance against payment of a fee.

§ 5

Interlibrary loans

- (1.)** Books and periodicals which are not available from the stock of the municipal library can be provided through interlibrary loans according to the rules for this service.
- (2.)** There will be a fee according to § 12 for any material ordered by way of an interlibrary loan.

§ 6

Late return

- (1.)** The library shall charge a fee for any materials which will be returned after expiration of the loan period irrespective of whether any reminder in writing has been sent out.
- (2.)** The municipal library can institute execution proceedings for collecting these materials if they are not returned even after a repeated setting of a deadline.

§ 7

Handling of materials, liability

- (1.)** All materials shall be treated with care and must be protected against damage, defacement and loss.
- (2.)** Loss, damage or defacement of materials must be reported to the library without delay. It is forbidden to independently remove any damage.
- (3.)** When checking out materials the user shall make sure that all materials are complete and in an orderly state.
- (4.)** Borrowed materials may not be lent to others.
- (5.)** Users shall be liable for any damage. It is the user's obligation to replace lost, damaged or defaced materials through a new acquisition. In the event that this is no longer possible, a replacement in the form of an equivalent material shall be provided upon prior agreement. As an exception only a replacement in the form of a payment of the respective value of money shall be acceptable.
- (6.)** The provisions of the copyright shall be observed.
- (7.)** The municipal library shall not be liable for any damage or defacement arising from the use of borrowed materials.
- (8.)** In the event of any contagious diseases in the household of the user which are subject to notification to the authorities, users shall be excluded from visiting the municipal library for the period of risk of infection. The materials already on loan may only be returned after disinfection which lies in the responsibility of the user.

§ 8

Booking service

(1.) The municipal library offers a booking service. The user shall be charged according to § 12 for any loan resulting from such service.

§ 9

Use of internet facilities

(1.) The municipal library places at the disposal of its users facilities for using the internet for which an activation code is required in each case. This code will be issued against presentation of the registration card.

(2.) Since data are transmitted unsecured on the internet the municipal library shall not accept any liability for a possible abuse of personal data.

(3.) The copyright shall be observed when copying or printing out any texts, pictures, software etc.

(4.) The user may not install or run on the computer any software downloaded from online-services or brought along into the library. The municipal library shall not be liable in any way for the contents and the availability of third party offers or for the quality, functioning or exemption from any viruses of the visited files.

(5.) Users may not access any services which are morally harmful to youth or illicit respectively may not send any messages, posts or any other data which are morally harmful to youth or illicit.

(6.) If necessary, the municipal library may also limit the period and the frequency of internet use.

§ 10

Behaviour in the municipal library, domestic authority

(1.) Smoking, eating and drinking and any disruptive behaviour are not allowed on the premises of the library.

(2.) Animals, bicycles or any bulky goods may not be taken into the library.

(3.) On entering the library any folders and bags shall be put into the designated compartments – in as far as these facilities are available.

(4.) The municipal library shall not be held liable for any belongings lost on their premises.

(5.) The staff of the municipal library shall have the domestic authority on the library's premises. Their instructions must be observed.

§ 11

Restrictions of use, exclusion

(1.) The municipal library can make the borrowing of materials dependent upon the return of the materials for which they sent a reminder and upon the settlement of any existing payment obligations.

(2.) Persons who violate the present Rules and Table of Fees may be excluded from the use of the municipal library either for a limited period or permanently

§ 12 Table of Fees

The following fees are applicable:

(1.) for users over the age of 18	
(1.1) for a twelve-month period of use of the municipal library	15.50 €
(1.2) reduced rate for: apprentices, persons in the military service or civil alternative service, welfare recipients and unemployed persons who receive respective benefits; the severely disabled, pupils and students (over 18)	9.00 €
(1.3) for one-time loan	3.00 €
(2.) for the replacement of a registration card	
(2.1) for children and young people up to the age of 18	2.00 €
(2.2) for adults	4.00 €
(3.) for each advance booking	1.00 €
(4.) for each material ordered via interlibrary loan	4.00 €
(5.) for print-outs and copies	
(5.1) black / white per page	0.20 €
(5.2) coloured per page	0,50 €
(6.) for the replacement of any one damaged CD-cover	1.00 €
any one damaged audio-book cover	1.00 €
any one damaged materials number	1.00 €
(7.) for exceeding the loan period per material and week	1.00 €
(8.) for each reminder	1.00 €
(9.) for each use of the bestseller service per material	2.00 €