

# Terms and Conditions of Use for Bielefeld Public Library

(Benutzungsordnung und Gebührentarif in englischer Sprache)

User regulations with the list of fees for the Bielefeld Public Library dated 18.11.2015

On the basis of §§ 7 paragraph 1 and 41, paragraph 1 clause 2 letter f of the municipal code for the State of NRW in the version given by public notice of 14.07.1994 (GV. NRW. S. 666/SGV. NRW. S. 2023), in its latest amendment by article 2 of the legal code dated 25.06.2015 (GV. NRW. S. 496) and the §§ 4, 5 and 6 of the community charges act for the State of NRW dated 21.10.1969 (GV. NRW. S. 712 / SGV. NRW. p. 610), in its latest amendment by article 3 of the legal code dated 25.06.2015 (GV. NRW. S. 496) the council passed the following resolution at the meeting on 12.11.2015:

## **§1 General Provisions**

1. Bielefeld Public Library is a public facility of the city of Bielefeld which caters for general interests of education, information, life-long learning as well as recreational activities.
2. The use of the public library is open to everybody.
3. The use of the library is subject to public law regulations.

## **§2 Fees**

Fees are charged for the use of the Public Library in accordance with the attached list of fees, which forms a part of the user regulations.

## **§3 Registration**

A library card is issued on presentation of a valid document of identity in the form of a passport or ID card. The user must also sign a certificate of registration. This library card also authorizes the user to loan media from the Regional History Library in accordance with the user regulations and list of fees pertaining to the City Archive and Library of Regional History.

For users under 16 years of age the registration form must be signed by a parent or legal guardian on presentation of a valid ID card or passport in accordance to article 1.

Users or legal guardians not in possession of a valid ID card and not registered as living in Bielefeld must present an official certificate of residence issued by the registry office.

The Public Library records and saves the personal data required for the loan of media and uses these for its own purposes. The provisions of the NRW Privacy Act apply to this data processing.

## **§ 4 Library Card**

1. Library cards – excluding children's library cards - are valid for one year beginning on the day of registration. A library card replacement is valid only up to the expiry date of the replaced library card. The validity of a library card with a specified lending limit expires on fulfillment of the final lending. On payment by SEPA direct debit the validity of the library card will automatically be extended by debiting the account for a further year if the SEPA direct debit mandate is not revoked in writing at least one month before the card's expiry date.
2. Library cards are not transferable and remain the property of the city of Bielefeld.
3. In case of loss of a library card or the change of address and/or name of the user the library must be notified immediately.
4. The validity of a child's library card expires on the holder's 18<sup>th</sup> birthday.

## **§ 5 Loan of media**

1. A library card is required for each lending process.
2. Users may borrow media for the following lending periods:
  - Books 4 weeks
  - Art pieces from the Art Lending Library 8 weeks
  - e-books and e-audios 2 weeks
  - e-magazines 1 day
  - e-papers 1 hour
  - all other media 1 week
3. The number of simultaneously loaned audio-visual media per user is limited to a maximum of 10 items.
4. Art works from the Art Lending Library can only be loaned to users over 16 years of age. The number of simultaneously loaned pieces from the Art Lending Library is limited to 6 (maximum).
5. The media on loan must be returned without further notice and before the specified loan-expiry date. On returning media the user must check the return slip immediately and notify the library employees in case of error.
6. The loan can be renewed before the expiry date if the media have not previously been reserved by another user. The loan of all media excluding e-media may be renewed three times at the most.
7. The user may make a prior reservation on all media except e-media.
8. Media which is not available in the Public Library's collection can be ordered in accordance with the provisions of the applicable lending regulations of the State of NRW by interlibrary loan on the part of the Public Library and used according to the requirements of the lending institution. The user requires a valid library card for interlibrary loans.
9. The Public Library may bar the loan of media items.
10. The Public Library has the right to determine separate loan periods (e.g. in case of special measures to promote reading skills or to protect older stocks) and reclaim borrowed media (e.g. in case of improper treatment) at any time.

## **§6 Treatment of media and user liability**

1. The user is obliged to handle the media with care and to protect it from alterations, soiling or damage. He is furthermore required to ensure that the media is not abusively used.
2. The user is required to check each item before booking, making sure it is complete and free from damage and to inform the library employees of any defect or fault immediately.
3. The user is liable for any damage to borrowed media, even if he has not actually caused the damage himself. Loss or damage to media must be reported immediately to the library employees.
4. The user is also liable for any damage caused by abuse of his library card. This does not apply to damage which occurs after a correctly filed loss notification in accordance with §4 clause 3.
5. If the user has not returned media in spite of a written order the library may claim damages instead of the return of the media in question.

## **§7 Domestic Rights and Behavior in the Library**

1. The employees of the Public Library, the City Archive and the Regional History Library exercise the domestic rights. Their instructions must be followed.
2. Smoking is prohibited. Eating and drinking are only permitted in the specially designated rooms. It is not permitted to disturb other users. Animals may not be taken inside the library.
3. We accept no liability for the user's lost, damaged or stolen items.
4. The removal of media without the correct booking procedure will be assessed as theft and due charges will be made.

## § 8 Exclusion of users

Users who do not conform to these user regulations, in particular those who repeatedly exceed the lending deadlines or do not pay fees punctually may be temporarily excluded from using the library.

## § 9 Implementation / time of application

These user regulations take effect as from 01.01.2016

### List of fees

#### 1. For the issue of library cards the following fees are charged:

<b>30-card</b> (valid for 30 loans)	12.00 €
<b>Single annual card</b> (SEPA debit mandate is possible)	22.00 €
<b>Annual card including partner card</b>	25.00 €
<b>Annual family card</b> (Adults living together in one household with at least one child over 18 years of age in accordance with article 2 a-d concerning reduction rates)	25.00 €
<b>Annual card for institutions</b>	65.00 €
<b>Single annual ticket</b> (solely for use in internet workstations / WiFi)	5.00 €
<b>Issue of a replacement library card</b>	5.00 €

#### 2. The fee for a single annual card can be reduced to 14.00 € for the following:

- Pupils over 18 years of age (not included on a family ticket)
- Students up to 27 years of age
- Apprentices and trainees up to 27 years of age
- Voluntary service personnel (FSJ) and voluntary federal service personnel (BFD)
- Recipients of ALG II and basic payments according to SGB (social benefits)

Persons eligible for reduction need to submit a respective certificate or an official identification.

#### 3. The following persons are exempt from fees according to article 1b

- All persons working in non-commercial education facilities who require media for their non-commercial work with children and students or non-commercial work in education.
- Persons working for the Public library on an honorary basis.
- Persons under 18 years of age. Documentation in form of a birth certificate or an official identification document is required.

#### 4. In the following cases separate fees are charged:

- For the loan of art works from the art lending library (Artothek) 2.00 €
- For the loan or loan extension of media from our bestseller-offers 2.00 €
- For reservation of media by means of an advance order 1.00 €
- For loan extension by telephone 2.00 €
- For the reservation of media from non-local libraries 3.00 € per unit; supplementary costs or fees charged by the non-local institution to be paid by the user.
- For exceeding the lending period by up to one week 3.00 € per medium, plus an additional 3.00 € per medium for each consecutive week. As a good will gesture no fees are charged on return of media on the first work-day after expiry date
- In case of a failed debit order there is an additional charge of 3.00 € subject to article 1b

- h) For failed postal delivery of a letter due to incomplete address or change of name there is a processing charge of 2.00 €
- i) For the issue of a notification of fees 7.00 €
- j) For group tours (of at least 10 persons) there is a charge of 2.50 € per person. Institutes involved in educational or scientific work and/or engaged in integration can be entitled to an exemption from this fee.

**5. Fees are due as follows:**

Articles 1-2, 4a, b and d on booking

Article 4j on order

Articles 4c, e, f – i on fulfillment of the relevant facts

Bielefeld Public Library, City Archive and Regional History Library

Opening times: MO 14 – 18, TUE - FRI 11 – 18; SAT 11 – 14

READ LIVE LEARN

Bielefeld Public Library