

# TERMS OF USE (SHORT VERSION)

We would like to give you basic information on using the library.  
Please read our terms and conditions for borrowing carefully.

## 1. Registration

Users must appear in person for registration. Documents required for registration:

- *photo ID*
- *registration card ("Meldebestätigung")*

At registration, users receive a membership card that authorises users to borrow items from the library. The membership card is non-transferable. Please inform us of name and address change. In case of card loss, please contact the library immediately. A replacement card is issued at additional cost.

By signing our registration form you confirm that you understand and accept the lending terms and conditions, and agree to the recording of your personal data in line with applicable data protection laws. Personal user data is not disclosed to third parties. This information will not be used for person-related analysis.

## 2. Fees and charges

### Fees:

17,00 € for one year, children and students (until 25 years) are free.

There will be reduction for some groups like unemployed persons, please ask.

Return media in time. Exceeding the lending period costs money. Loan periods are 3 weeks.

### Reminder charges:

#### 1. chargeable reminder

from 15th day overdue for loan  
per borrowed medium 1,00 €

#### 2. chargeable reminder

another 7 days  
per borrowed medium 2,00 €

#### 3. chargeable reminder

another 7 days  
per borrowed medium 5,00 €

#### 4. chargeable reminder (payment request)

another 7 days  
per borrowed medium 10,00 €

## 3. Opening hours

*Weekdays*      *From – to*

Monday          closed

Tuesday        11.00 – 18.00

Wednesday    11.00 – 17.00

Thursday       11.00 – 18.00

Friday          11.00 – 17.00

Saturday        11.00 – 14.00 (1. and 3. Saturday per month)