



REGULATIONS FOR THE USE OF THE PUBLIC LIBRARY NEUSTADT

(ABSTRACT)

Right of use

- The on-site use of the library is permitted for all individuals. The borrowing of media is only allowed upon presentation of a valid user card. (§1 (2))

Registration

- Users register at the library by presenting proof of identity and confirm, through signature, their acknowledgement of the usage regulations. (§2 (1))
- Children and adolescents under 16 years of age require the signature of a legal guardian for registration. (§2 (2))

Checkout and return

- A maximum of 15 items can be borrowed simultaneously. (§3 (1))
- The specified loan period (usually 4 weeks) must be observed, but can be extended upon request. (§3 (3))
- In case of exceeding the loan period, a late fee is to be paid. (§3 (4))

Reservation

- Media that are currently on loan can be reserved. (§4)

Interlibrary loan

- Subject-specific materials not available in the library's collection, can be obtained from other German libraries through interlibrary loan for a fee. (§5)

Liability during use of the library

- Users are obligated to handle the media with care and prevent them from becoming soiled or damaged. (§6 (1))
- Users are liable for damages, loss or non-return of borrowed items. (§6 (4))

Behavior within the library

- Users must conduct themselves in a manner that does not disturb others in the library. (§7 (1))

Violation of the statutes

- The library staff reserves the right to exercise house rules, including expelling individuals or excluding them from further library use. (§8 (1) & (2))

Since this document is only a short version, please also refer to the complete terms of use (in German language).



FEE SCHEDULE OF THE PUBLIC LIBRARY NEUSTADT

(ABSTRACT)

Onetime use / trial card	5,00 €
Annual fee	25,00 €
Semi-annual fee	15,00 €
Single fee for audiovisual media	1,00 €
PC usage without valid card, per 30 minutes	0,50 €
Printout per page (black and white)	0,10 €
Replacement of a user card	5,00 €
Processing fee for damaged or replaced media	2,00 €
Reduced annual fee (for students and apprentices between 18 and 25 years)	6,00 €
Reduced semi-annual fee (for students and apprentices between 18 and 25 years)	4,00 €
Late fees for exceeding the loan period per media unit:	
- In the first week	0,50 €
- In the second week (1. Reminder)	1,00 €
- In the third week (2. Reminder)	1,50 €
- In the fourth week (3. Reminder)	2,00 €

Additionally, a reminder fee of 2,50 € will be charged for each reminder. The reminder fee is incurred as soon as the reminder is sent to the last address provided by the user.

Since this is only a summary, please also refer to the complete fee schedule, attached to the terms of use (in German language).