

Library Regulations of the City- and Regional Library Saalfeld

§ 1 Generals

- (1) The City- and Regional Library and its branch library are public institutions of the city Saalfeld.
- (2) Between the library and the user a user's relationship under public law will be established.
- (3) The fees for using the library are set out in the Library Fees of the City- and Regional Library Saalfeld

§ 2 Registration, Library Card

- (1) The user has to register personally as a member by presenting an identity card or passport (with registration card). The user receives a library card. For underage persons from the age of 7 years a written consent of parent or guardian is required. The guardian accepts full responsibility for the payment of replacement costs in the event of loss or damage or overdue charges.
- (2) By signing the library card the customer or the guardian agrees to abide by the Library regulations.
- (3) The library card is non-transferable and remains library property. If the library card gets lost the user has to notify the library immediately. The library also has to be informed of any change of name or address, by presenting the user's identity card.
The library card is valid for one year from the date of registration and can be renewed every year.
- (4) Corporate membership is established for administration offices, corporate bodies, institutions and businesses. The chief officer makes an application for membership in order to authorize individual employees with their names and signatures. They can borrow items in the corporation's name for the corporation's use.
- (5) Details of the person will be saved electronically by consideration of the accepted legal data protection. By signing the library card the customer agrees with the electronic storage.

§ 3 Borrowing, Renewing and Reserving

- (1) Using the library is only permitted with a valid library card.
The customer or guardian is responsible for the library card and the items borrowed with this card.
The users or guardians are liable to the library for all damage caused by third parties through prohibited use of the library card.
- (2) By presenting the library card all kinds of media can be borrowed up to the valid loan period of the item.
- (3) For a general processing fee it is possible to reserve media already on loan.
- (4) The loan period on a borrowed item may be renewed on request provided that there is no reservation for the item by another library user. Costs for this action are going on the account of the borrower.
- (5) If items are being reserved by several users there is the possibility to reduce the loan period.
- (6) The library is entitled to recall borrowed media at any time.

§ 4 Interlibrary Loan

- (1) Material that has not been acquired by the library can be ordered as an interlibrary loan based upon the existing National Interlibrary Loan Rules.
- (2) Interlibrary loan is chargeable.

§ 5 General Responsibilities and Liability

- (1) Books and other media must be handled with care. The user is liable for lost or damaged media.

- (2) The user has to check the media for obvious damages before borrowing them.
- (3) If user losses borrowed items the library has to be informed immediately.
- (4) The library defines the costs for the replacement according to its best judgment.
- (5) The compensation measures according to the replacement value. If the user pays for the value of damage he also has to pay an administrative charge.
- (6) The library is not responsible for adversities which can result from using the audiovisual or electronic media of the City- and Regional Library Saalfeld.

§ 6 Late Returns, Collection of Debts

- (1) If the loan period is overdue the user has to pay overdue fines, independent of an overdue notice. The user has to pay a standard processing fee for sending an overdue notice.
- (2) Overdue fees and other demands can be collected by taking legal action if necessary.

§ 7 Behavior in the Library, Domestic Authority

- (1) The behavior of the user should not impact or annoy other users in the library.
- (2) It is not allowed to smoke, eat and drink. Pets are prohibited in the library.
- (3) Bags and other items have to put into the lockers.
- (4) The library does not accept liability for lost, damaged or stolen personal things of its users.
- (5) The chief librarian or the authorized library staff has the full domestic authority. The customers have to follow the orders.

§ 8 Expulsion of Using the Library

The library staff can order a customer who causes disturbance in the library to leave the premises. Neglecting of the library rules can lead to lose the right to use the library for ever or for a while.