

Dear patrons,

we would like to invite you to explore more than 75 000 items we offer at our library:

- a. Books (fiction and non-fiction)
- b. Books for children and adolescents
- c. Journals and magazines
- d. Audio books
- e. Games
- f. Video games
- g. DVDs / blu-ray discs
- h. CDs
- i. Media packages (e. g. language courses)
- j. Foreign language books
- k. E-books

In addition we offer:

- a. Events and activities
- b. Internet access
- c. Copy service
- d. Study zones

Opening hours:

Monday	closed
Tuesday	10am to 6pm
Wednesday	2pm to 6pm
Thursday	10am to 7pm
Friday	10am to 6pm
Saturday	10am to 4 pm
Sunday	closed

Welcome to our library!

The library team

Terms of use

1. Registration

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

By signing this agreement you confirm that you understand and accept the lending terms and conditions, and agree to the recording of 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.

We require written permission and a signed liability statement of the parent or legal guardian for registering children till 16 years. The signing party agrees to settle unpaid fees and charges for replacing damaged or lost items in lieu of the minor.

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.

2. Loans

a. Loan periods:

Type of media	Loan period
Book	4 weeks
CD	2 weeks
Console game	2 weeks
DVD / Blu-ray disc	1 week
Media package (e. g. language courses)	4 weeks
Magazines	1 week

b. Non-rentable media (e.g. reference material such as encyclopaedia) is marked.

c. The number of items on loan per user is limited to: 90

The number of children's movies on loan per user is limited to: 5

d. Users must register all items for loan before removing them from the library.

e. Media must be handled with care and must not be circulated, copied or used for public screening.

f. When copying an item, liability for copyright lies with the user. It is prohibited to copy full volumes of books, magazines or scores. It is prohibited to copy audiovisual media. When copying or printing internet content, copyrights of third parties must be respected.

g. Users have to check all items for apparent defects and / or incompleteness at check-out.

h. The library shall assume no liability for damage to users' devices, files or data storage media in connection with using our media.

i. Loan periods must be respected. If users fail to return items in time, fines are applicable.

j. If items have not been ordered by other users, the loan period can be extended twice at the library in person, on the phone (+49 (0)7621 / 3044) or via e-mail

(kontakt.stadtbibliothek@loerrach.de). The extended loan period starts on the day the extension is approved.

- k. Loss or damage of items must be reported to the library. Users are liable for the cost of replacing them, plus pay an additional fee for processing. Damage to items also includes writing, underlining and marking passages in books or other media.
- l. If an item is currently not available you can reserve it at an extra charge.

3. Fees and charges

Children & adolescents under the age of 18 may loan any media (except DVDs and Blu-ray-Discs from the adult section and console games) free of charge.

Any loans from the children's, adolescent's and school section are free of charge.

I. Annual membership	
Adults	20 €
Adults (reduced fee)	10 €
Partner card (two adults living in the same household)	35 €
II. Reservation fee	1 €
III. Individual charges per item (loan without annual fee)	1 – 3 €
IV. Reminder charges per item (plus 1,00 € handling fee)	
1. / 2. reminder	1 €
3. reminder	2,50 €
1. / 2. / 3. reminder per DVD / Blu-ray-Disc	2,50 €

In case of loss a replacement for the membership card is issued at a charge of 5 €.

In case of loss or damaged items, users are liable for the cost of replacement, plus pay an additional fee of 3€ per item for processing.

In case of a damaged bar code or label, or if parts of a board game are lost or damaged, the replacement charge is 2,50 €. If several or bigger parts of a borrowed item are lost or damaged the charge is higher, determined by the actual incurred expenses to the library.

4. Internet use

- a. Children under the age of 16 may only use the internet with written permission of their parent or legal guardian.
- b. The library shall assume no liability for content, availability or quality of media content offered by third parties which are accessed via library facilities.
- c. It is prohibited to open websites with pornographic, extremist and / or discriminatory content or promoting violence. Violation of these provisions will result in issuing a caution. At repeated violation of our rules, the user will be banned from using the internet at our library facilities.

5. House rules

- a) Users must not disturb others at the library with their behaviour.
- b) Smoking is prohibited at the library.
- c) Food is only permitted in the cafeteria on the ground floor.
- d) Instructions of staff are to be followed at all times.
- e) In case of severe or repeated violation of our terms of use library staff is authorised to temporarily or permanently suspend library membership. Membership fees will not be reimbursed.
- f) The library shall assume no liability for clothing or personal items brought on the premise by users.