

## **1. General regulations**

- 1.1 The city library is a public institution of the city of Überlingen.
- 1.2 The library membership is under civil law.
- 1.3 Opening hours of the library are announced publicly.

## **2. Access and registration**

- 2.1 Everyone is allowed to use the library and its services.
- 2.2 A library card is required in order to check out items. To obtain a library card, a valid photo ID, passport or registration certificate with a current address is required. It is necessary to appear in person. The card is the property of the library and it is not transferable to any other person.
- 2.3 In order to issue a library card, minors must have approval from a guardian based on a declaration of consent and liability.
- 2.4 By signing the library card, the cardholder/guardian accepts the conditions and consents to the electronic storage of his personal data. Valid data protection rules must be observed. Personal data shall not be disseminated to third parties.
- 2.5 Adults pay for borrowing media. Children, minors, students and trainees over 18 years of age do not have to pay.
- 2.6 Library card holders are responsible for reporting lost library cards and changes of address immediately to library staff.

## **3. Borrowing media**

- 3.1 Each library user can select their own media. Before leaving the library, the media must be booked.
- 3.2 Items for in-house use only are marked as reference holdings. The reference stock includes also the latest editions of newspapers and magazines. In particular cases there can be a separate arrangement.
- 3.3 The library is entitled to limit the number of media that a user can borrow.
- 3.4 Borrowed media can be reserved by another user. A reservation confirmation is chargeable.
- 3.5 To borrow media from the library, it is sufficient to present the library card.
- 3.6 Printouts from the computer are chargeable.

## **4. Loan Periods**

- 4.1 The loan period is 4 weeks. Exceptions are magazines, newspapers, CDs, Tonies, digital games, educational and documentary films with a loan period of 2 weeks and movies with a loan period of 1 week. In particular cases there can be shorter or longer loan periods. The library is entitled to reclaim media for justified, urgent reasons.
- 4.2 For media returned by post, the day of return is the next day of opening.
- 4.3 The loan period can be extended twice via E-Mail, phone, in person or online if there is no request from another library member. There is no extension of loan periods for films. Further options for extending the loan period are excluded.

## **5. Customer Use – Public Computers**

- 5.1 The use of the library computers is chargeable.

- 5.2 More details can be found in the „terms and conditions for using the internet“, which are posted at the Internet workstations.

## **6. Warranty and liability**

- 6.1 Damage to the inventory is a violation of library regulations and will be punished with compensation and contractual penalty. Basically, the replacement value is charged. Otherwise, the new value must be paid.
- 6.2 Users are responsible for reporting lost library items and other discovered deficiencies immediately to library staff. It is not permitted to remedy the defect yourself or have the defect remedied by third parties.
- 6.3 Borrowed media may not be passed on to third parties. If so, the library customer is liable for the third party's actions as for his own.

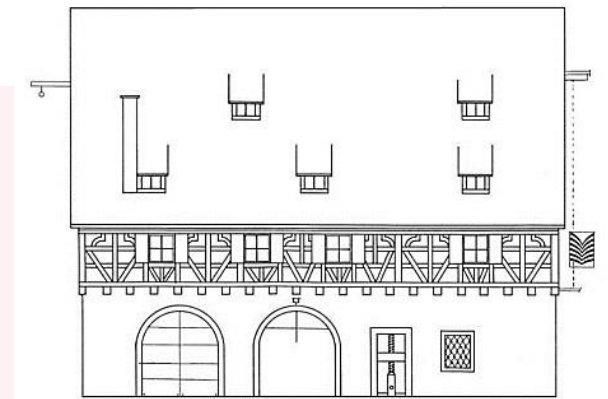
## **7. Rules of conduct, exclusion**

- 7.1 Every library user must behave in such a manner as not to disturb others.
- 7.2 Smoking, eating and drinking in the library are prohibited. The drinks offered shall be consumed in the cafeteria.
- 7.3 Library customers are required to keep large bags in lockers.
- 7.4 The library will not be liable for any loss or damage.
- 7.5 The library staff has the domiciliary rights and is authorized to issue instructions to the library customer.



The large district city  
of Überlingen

# The City Library of Überlingen



- 7.6 Library customers who violate these rules of conduct and do not pay the fees incurred, shall be temporarily or permanently excluded from borrowing and/or using the city library. Upon request, they must hand in their library card.
- 8. Fees**
- 8.1 Media can be borrowed for €17 for 12 months. Married partners receive a discount of 8€ for the second library card. Social pass holders do not have to pay.
- 8.2 As an alternative to the annual fee, there is a single fee of €1/media.
- 8.3 If the loan period has expired, the library grants a grace period of two opening days. This does not apply to films from the library. If the loan period has expired, the user must pay late fees according to the library's opening hours. Late fees and reminder fees are calculated as follows:  
If the 3-day loan period is exceeded, a late fee of €1 per medium per week will be charged. The late fee for each film is €1/day. In addition, each reminder costs €2.50. An invoice will be issued on the 40th day for replacing the media.
- 8.4 If there are fees that are not paid within two weeks, an invoice will be issued by the city treasury.
- 8.5 Issuing an invoice costs €10.

- 8.6 For new intakes of the replacing media there will be a fee of €5.
- 8.7 A replacement library card costs €4.
- 8.8 Pre-ordering of media costs €1.
- 8.9 Address-research costs €5.
- 8.10 The fee for lost or damaged CD cases, CD booklets or game pieces is €2.50.
- 8.11 The fee for computer printouts is €0.30 per page.
- 8.12 Using the Internet via library computers costs €0.50 per 10 minutes.
- 8.13 For opening illegally the emergency exits the library charges €25.
- 8.14 Statutory representatives or parents are liable for complying the library policy by minors under 18 years and the obligation to pay the fees.
- 8.15 The library policy also applies to unauthorized users.

**9. Inception of the policy**  
The library policy entries into force on April 15, 2024. Previous terms of use are invalid.

Jan Zeitler  
Lord mayor of the city of  
Überlingen

## Library Policy

### Opening hours

Tuesday	10am – 6pm
Wednesday	10am – 6pm
Thursday	10am – 6pm
Friday	1pm – 6pm
Saturday	10am – 2pm