

information for readers

(Englisch)



<http://stadtbibliothek.freising.de>
email: bibliothek@freising.de

opening hours

tuesday 10am-7pm
wednesday-friday 10am-6pm
saturday 10am-2pm

tel. 08161/54-44205 (issue desk)
08161/54-44222 (info desk)

STADTBIBLIOTHEK FREISING is a public institution from which everybody can borrow media (books, magazines and non-books).

To **REGISTER AS A READER**, you will need an ID card containing a German address. Should you only own a travel passport, we will need the local residence registration document (Anmeldebestätigung) from the registry office (Einwohnermeldeamt) as well. We are sorry we cannot accept a hotel or any other non-permanent address.

Without proof of address we are unable to register you as a reader! Children and teens under 14 years of age will need the signature of a guardian. The minimum age for registration is 3 years.

Your **READER'S CARD** is **NOT TRANSFERABLE**.

You will need it every time you wish to borrow media or extend the lending period. Please would you inform us about any change of name and address immediately; also if the library card has been lost, so it can be blocked.

The **MAXIMUM NUMBER OF ITEMS** you can borrow

- for adults: 50 items altogether
- for children and teens: 30 items altogether
- Non-books: 15 cds (music cds and audio books)
- 10 children's and teen cds
- 10 magazines
- 5 cd-roms
- 10 dvds/videos
- 5 games
- 5 console games

The **LENDING PERIOD** is 4 weeks. Exception: 2 weeks for dvds/videos, console games and magazines.

You can renew the items - prior to the end of the lending period - up to two times, as long as no other reader has reserved them.

RENEWALS can be done

- via the Internet using the web OPAC
- via telephone

In any case, you will need your reader number, which is printed on your library card below the barcode (you may skip the first three and last three digits). Password is your birthday (eight digits and no punctuation marks, e.g. 3rd May 1975 = 03051975).

In case of items being **OVERDUE**, fees will occur automatically. Please do keep an eye on the return-by-date on your receipt, which can be obtained at the self-service machines or the issue desk.

RESERVATIONS are recommended for popular items. You can make reservations yourself at the OPACs in the library or online via the web OPAC (<http://stadtbibliothek.freising.de>). The reservation fee is due at pickup. You will be notified when your item is ready for collection, either per post or email. To receive an email, please register your address at the OPAC's Info Service.

Readers are liable for **LOSS** or **DAMAGE** of items. You have lost or damaged a book, cd, tape or other items of the library? This happens and is no reason to despair.

Please do **NOT** attempt to repair damages (e.g. ripped or loose pages) yourself, we have specialist equipment.

According to our terms and conditions, you are liable to replace the item. We ask you to purchase a copy and hand it in to the library. Once we have received the replacement, we will take the item off your account.

Please note you will have to replace the item within the lending period!

However, we are happy to extend the lending period for you, but only on request. If you need details of the item or need to know if it is still available, please ask at the info desk. If it is no longer available, you will have to refund the price and we will replace the item with a similar one.

The **INFORMATION** desk is at the first floor down. Additionally, there are OPACs for your research. You may also contact us via email: bibliothek@freising.de

Logins for our pay-per-use **INTERNET** PCs or time-limited WLAN access codes are available at the info desk.

At the first floor down, there is a PC for your **WRITING AND PRINTING** needs. CDs and DVDs may also be tried there.

For scientific research, books may be borrowed via **INTER-LIBRARY LOAN**.

There is a **COPY MACHINE** available.

Foreign language media can be found on the second floor down and in the children's and teens' departments.

FEES are due for:

- Reader's card: 1 Euro. Replacement card 3 Euros.
- Annual fee: Adults 12 Euros, teens aged 16/17 5 Euros, family 15 Euros
- Day ticket 2 Euros.
- Overdue fee per item and week: 2 Euros (children and teens 1 Euro)
- Reservations: 1 Euro per item
- Inter-library loan: 3 Euros per item, 2 Euros per set of copies
- Internet use: 3 Euros per hour
- Replacement cd box or booklet: 1 Euro
- Replacement cd cover 3 Euros
- Replacement for missing game pieces: 2 Euros
- Replacement for missing game instructions: 1 Euro

Please note:

- The library is a place where users want to read and learn in peace and are grateful if you respect this. This includes chatting amongst adults as well as parents with their children.
- Dogs are not permitted in the library. They can be chained to the wall left of the entrance.
- Food must not be consumed within the premises.
- Please put all bags into the lockers in the entrance area.
- Please treat all items with care as they belong to the public. Torn out pages and marked text are a nuisance to other readers and will make the offending patron liable for replacement.
- Should you notice any damages please contact us immediately. Do not attempt to fix damages yourself (gluing of pages etc.).
- Please do not leave CDs in the car or its CD-player.
- Overdue fees are necessary to ensure in-time return of items. Please do not give library staff a hard time over this as they are not liable for the late returning of items.
- Our terms of reference are open to inspection at the info and issue desk.
- Suggestions are welcome any time!

Use of mobile phones is not permitted!