



Dear readers,

We would like to invite you to explore more than 110.000 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
- 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:

Weekdays	From - to
Monday	9-15
Tuesday	10-18
Wednesday	-
Thursday	10-18
Friday	10-18
Saturday	-
Sunday	-

We look forward to your visit!

The library team

Terms of use

We would like to give you basic information on using the library.

Please read our terms and conditions for borrowing carefully and sign at the bottom.

1. Registration

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

- a. photo ID
- b. registration card ("Meldezettel")
- c. completed registration form

By signing this agreement I confirm that I understand and accept the lending terms and conditions, and agree to the recording of my 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 14 years. The signing party agrees to settle unpaid fees and charges for replacing damaged/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	4 weeks
Video game	4 weeks
DVDs	1 weeks
Media package (e.g. language courses)	4 weeks
E-Book	3 weeks
E-Audio	3 weeks
E-paper	2 hours

- 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: 15
- d. Users must register all items for loan before removing them from the library.
- e. Media shall only be used by loaner, 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 by max. 2 x at the library in person, on the phone 03496 425-260 or via e-mail stadtbibliothek@koethen-stadt.de .The extended loan period starts on the day when 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. In case of loss of one volume of a collection of items, the complete collection has to be replaced. Damage to items also includes writing, underlining and marking passages in books or other media.
- l. In addition to the costs of replacement, users also have to pay a handling fee for items to be replaced.
- m. If an item is currently not available you can reserve it at an extra charge.

3. Fees and charges:

I. Registration fee	Costs
Adults	19 €/ 8 €
Children up to 14 years	-
Replacement card	5 €
II. Reservation fee	2 €
Per item	
III. Handling fee	5 €
IV. Overdue fine	2 €
V. Reminder charges	
1. reminder	2 €
2. reminder	2 €
3. reminder	2 €

4. Internet use

- a. Internet use is only permitted for persons holding a valid library card. Children till the age of 14 may only use the internet with 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. Computer settings must not be changed. It is prohibited to install external software brought in or downloaded by users on computers at the library.
- d. 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) Children must be under parental supervision during their visit to the library.
- c) Smoking is prohibited at the library.
- d) Food and beverages are only permitted in marked areas.
- e) Eating and drinking is prohibited at the premises.
- f) Mobile phone use is not permitted.
- g) Instructions of staff are to be followed at all times.
- h) In case of severe or repeated violation of our terms of use library management is authorised to temporarily or permanently suspend library membership. Membership fees will not be reimbursed.
- i) The library shall assume no liability for clothing or personal items brought on the premise by users.

REGISTRATION FORM

I hereby confirm that I understand and accept the lending terms and conditions of the Stadtbibliothek Köthen library.

I undertake to use borrowed items in accordance with the relevant copyright regulations.

I herewith permit the use of my data for library use and lending processes in accordance with with the applicable data protection laws.

Male: Female:

Last name(s):

First name(s):

Name of parent or legal guardian:

Street:

Postal code/City:

Phone number:

E-Mail:

Date of birth: DD/MM/YYYY

_____, Date:

Signature:

(For applicants till the age of 14 signature of parent or legal guardian)