

STADTBÜCHEREI OSTFILDERN - LIBRARY RULES

Welcome to the Stadtbücherei Ostfildern!

The Stadtbücherei (municipal library) is a public institution of the city of Ostfildern and, at the same time, school library for the schools of the Nellingen school campus. Opening hours can be found on the notice board, the library website and the local newspaper Stadtrundschau. Anyone can use the services of the public library on a private law basis. The Library Rules apply once you enter the premises.

Registration, Library Card

A library card is required for borrowing media and using the Internet workstations and other devices on site. To register, you must present an ID card or passport together with a valid proof of residence.

If children and teens under 16 years do not have a valid student ID, their legal representatives consent with their signature and by presenting an ID document.

With their signature, the user or legal representative acknowledges the library rules and agrees to the collection, storage and processing of their personal data.

The library card is not transferable and remains the property of the Stadtbücherei. Library card holders or their legal representatives are liable for all fees and fines and are obliged to inform the library immediately about any change of personal data or loss of the card.

User Fees

Fees for special services as well as overdue and replacement fees are charged according to the current version of the Index of Fees. The Index of Fees is a framework of general terms and conditions under civil law and attached to this document as annex.

Children, young adults up to the age of 18 years, and students of a general school can borrow media and use the Internet free of charge upon presentation of a valid student ID card. Adult users pay an annual fee. With a family card, all family members living at the same address can borrow items with their own individual library cards. The library cards of all family members have the same period of validity. Proof of address must be provided. When presenting the corresponding proof, students, social welfare recipients, severely disabled persons, trainees, persons doing military service, participants in the federal voluntary service, unemployed persons and holders of a Förderpass, pay a reduced annual fee according to the Index of Fees. Instead of an annual fee, users can pay a borrowing/renewal fee per medium. Online services can only be used with annual fee. A special fee is charged for borrowing media of the Bestseller-Service.

Borrowing Items / Loan Periods

The presentation of the library card is prerequisite for borrowing media, devices and items. The general loan period is 4 weeks. The due date can be found on the checkout receipt. Before each loan, the borrower must check the media for visible defects and report any damage immediately. If no report is filed, the media are considered to be handed over in perfect condition. Attention must be paid to the completeness of media if they consist of more than one piece.

In the interest of the protection of minors, unrestricted loan of media to children and teenagers is not possible. The number of items that can be borrowed may be limited. Borrowing items for third parties is generally not permitted but, in justified individual cases, a current letter of legitimation can be accepted for this purpose.

Handling of Media/ Liability

Please handle all borrowed media, items and devices with care and return them in a clean state. Library card holders are fully liable for all borrowings made with their library cards as well as for damages caused by misuse of their cards. The use of all media, items and devices is at the user's own risk and the Stadtbücherei Ostfildern does not assume any liability for this or for damages caused by their use.

Lost or damaged media, items or devices must be replaced. Damage or malfunctions must be reported upon return. Do not try to repair damages yourself! Users are liable for any damage or loss. Replacement fees are listed in the Index of Fees.

Special Regulations for Self-Checkout

The borrower must check items for completeness (see media sticker) before self-checkout. Missing items must be reported immediately. If missing parts are not reported, borrowed items are considered complete upon checkout.

Always end each self-checkout process with "Finished" ("Fertig") before you leave the self-service terminal. As user you are responsible for any checkouts made by a third party via your unclosed account.

Special Regulations for the Use of the Online Library

Separate terms of use apply to borrowing items from the online library. Please refer to the corresponding websites for details.

Special Regulations for the Use of the 'Library of Things'

All items from the 'Library of Things' are to be used carefully and only for their intended purpose. Please note that you are obliged to observe and comply with the enclosed operating and safety instructions.

The basic liability clause of the Library Rules also applies to all borrowings from the 'Library of Things'. Please delete personal data on the items before returning them and, if possible, reset them to factory settings. Use of all items is at your own risk. No legal claims can be made. You must be at least 16 years old to borrow items from the 'Library of Things'. Items can only be returned at the library counter.

Renewals

All media can be renewed twice if no reservation has been placed. Items can be renewed at the main library or its branches, by telephone during opening hours or via the online public access catalog on the homepage of the library. Items of the Bestseller-Service cannot be renewed.

Reservations

Currently borrowed media can be pre-ordered. The fee for this service is shown in the Index of Fees. A written notification is sent once the item is ready for pickup. Items of the Bestseller-Service cannot be reserved.

Return

Items must be returned to the respective borrowing location during opening hours or before their due date. When you return media at the library counter, please wait until all items have been checked and booked back.

External Return Terminal at the KuBinO (Außenrückgabe)

Media from the public library in the KuBinO can also be returned via the external return terminal. It is not possible to return media from the library branches. Please note that for technical reasons some types of media, devices and items cannot be returned via the external terminal. This is indicated directly at the return terminal. Returned media are directly re-booked and taken off your card thus please always check your library account after returning items via the return terminal. You cannot return media via the return terminal if it is closed. It is not permitted to leave borrowed media on or next to the return terminal. The external return terminal is generally open outside of opening hours. However, there is no entitlement to using the return terminal. For technical reasons, the external return service is not available during library vacations. Please note that you need to meet return deadlines even without relying on the return terminal. The use of the external return terminal is at the user's own risk. The card holder is liable in case of damage or loss of media due to non-observance of the rules for using the external return terminal.

Late Return

If the loan period is exceeded, overdue fines will be charged. These fines as well as fines incurring in the course of a dunning procedure are listed in the Index of Fees. Overdue fines are due regardless of whether a written reminder was sent. Overdue fines incurred upon return of items via the external return terminal must be paid later.

If items are not returned 14 days after the due date, a first written reminder is sent. A second reminder follows after another 14 days and a third a fortnight later. After an unsuccessful third reminder, the dunning procedure is handed over to the city treasury for enforcement. If fees are not paid on time, the Stadtbücherei Ostfildern reserves the right to reclaim the library card.

The Stadtbücherei Ostfildern is entitled to demand payment of outstanding debts. The first reminder is issued after 14 days. A handling fee is due for this and further reminders. Handling fees are listed in the Index of Fees.

Internal and External Loan

On request, items that are only available at the main library can be transferred to a branch for borrowing (internal loan service). Please note that for technical reasons these items are booked directly to your user account at the main library and

the loan period starts that day. Requested items are transported to branches once a week.

Media not in stock can be obtained by external loan according to the respective regulations. The fees for internal and external loan can be found in the Index of Fees.

Visiting the Stadtbücherei

When visiting the library please be considerate of other visitors. It is not allowed to bring animals, smoke or eat on the library premises. The library does not take any responsibility for the supervision over minors on library premises in terms of § 832 Abs. 2 BGB. It is only liable within the framework of legal regulations.

Internet Use

The use of computer and internet terminals is subject to separate regulations.

Exclusion from Library Use

Persons who do not obey the Library Rules may be excluded from using the library and must return their library cards. If users do not comply with the request to return borrowed media or do not pay the fees owed, they can be excluded from using the library. The library staff has householder's rights.

Processing of Personal Data

In connection with the registration for the use of the Stadtbücherei Ostfildern and the use of library services, the Stadtbücherei Ostfildern collects the following data: Family name, first name, date of birth, gender, place of residence and borrowed media, items and devices. This data is electronically processed and stored. Regarding the duty of informing affected persons at the time of data collection according to article 13 EU DS-GVO, we refer to the data protection statement of the Stadtbücherei Ostfildern. This can be perused on site at the Stadtbücherei Ostfildern and/ or on www.stadtbuecherei-ostfildern.de and/ or in the online catalog of the Stadtbücherei Ostfildern at <https://winbiap.stadtbibliothek-ostfildern.de>.

Effective Date

The updated Library Rules of the Stadtbücherei Ostfildern take effect on May 1, 2023. Subsequent changes also apply to already existing user relationships. This is also valid for the regulations for Internet use.

Ostfildern, April 5, 2023
Christof Bolay, Mayor

Index of Fees

User Fees

For all children, young adults up to the age of 18 years and students of general schools, borrowing items and using of the Internet are free of charge.

Annual Fees

Adults	EUR 20.00
Family card	EUR 25.00
Trainees, students, social welfare recipients, severely disabled persons, persons doing military service, participants in the federal voluntary service, unemployed persons and holders of a Förderpass	EUR 10.00

The fee for using the online library is included in the annual fee.

Instead of an annual fee

Borrowing / renewal fee per item	EUR 2.00
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Special fees

Borrowing items of the Bestseller-Service per item	EUR 2.00
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Overdue fines

Per medium/ item/ device and opening day	EUR 0.20
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Handling fees for written reminders

First reminder	EUR 1.00
Each additional written reminder	EUR 3.00

Additional fees

Reservation of medium	EUR 0.50
E-mail notification for return deadlines (per year)	EUR 2.00
Replacement of library card	EUR 3.00
Internal loan between main library and branches per item	EUR 1.50
External loan per item	EUR 3.00
Loss or damage of protective media cover	EUR 3.00
Loss or damage of individual CD case, booklet, cover, RFID label, game piece	EUR 1.00

If you lose or damage media, items or devices you have to pay the current replacement value plus a handling fee of EUR 5.00 per medium, item or device.