



Library regulations

Lesen und
mehr



Remigius Bücherei Borken

Public library „Remigius“, Am Vennehof 1, 46325 Borken

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www.remigius-buecherei.de

Opening hours: Tuesday-Friday 10:00 – 12:30 & 14:00 – 18:00

Saturday & Sunday 10:00 – 12:00

Monday & official holidays closed

14. Fees

We charge the following fees:

- **Issuance of the library card**

Adults (non-recurring)	€ 3,00
Children	free

- **User fees**

One year library card for adults (365 days)	€ 15,00
Test Card (3 months)	€ 5,00
Children and adolescents	free

- **Replacement membership card (for all ages)** € 3,00

- **Replacement** of lost labels, barcodes, transponders, envelopes of our media, supplements, game instructions and missing items of our games € 2,00

- **Advance reservations** per medium € 1,00

- **Interlibrary loans**

per book	€ 4,00
per essay	€ 2,00

- **Photocopies / printed pages**

DIN A4 (black/white)	€ 0,10
DIN A3 (black/white)	€ 0,20
DIN A4 (color copy)	€ 1,00
DIN A3 (color copy)	€ 2,00

- **Overdue fees**

per medium and every started week	€ 0,50
plus every written reminder	€ 1,00

These regulations concerning the usage and fees entered into force on 01.01.2024.
From this time on older versions are no longer valid.

1. Institution / Tasks

The public library “Remigius“ is an educational and cultural institution run by the Catholic community St. Remigius Borken. According to a contract with the authorities, our library provides the city of Borken with literature and media for general and vocational purposes. It serves the promotion of reading - specific to different target groups - as well as the procurement of critical competence concerning media and research.

2. Users

- (1) Everybody is entitled to use the library within the scope of these regulations. As soon as users enter and use the library they are obliged to comply with these regulations and the instructions given by the library staff.
- (2) Children up to the completed age of six are only allowed to use the library services when they are accompanied by a person who is officially authorized to care for this child.
- (3) Information about data protection can be provided on demand.

3. Registration

- (1) Your registration and a valid library card are necessary to use all the services that our library offers.
- (2) For registration the identity card or the passport with the current address must be provided.
- (3) For children and adolescents up to the completed age of 14 we require the written consent of a person who is officially authorized to care for the child or adolescent. These persons must consent to the user regulations, to their liability in case of damaged media and to their duty to pay all required fees.
- (4) With their signature the above mentioned persons give their consent to the electronic storage of their personal data – in accordance with the current data protection laws..

4. Library card

- (1) After your registration you receive a library card which has to be presented whenever you want to borrow media.
- (2) The library card is not transferable.
- (3) Changes with regard to address, name or other personal data (e.g. email address) as well as the loss of the library card must be reported to our staff immediately.

- (4) The card holder or the person who is officially authorized is liable for any damage caused by misuse of the card.
- (5) Should the card be lost or damaged, an additional fee for issuing a replacement card will be charged.

5. Borrowing and returning media

- (1) You have to present your library card whenever you borrow and return your media.
The following loan periods must be observed:
 - books, games, picture book cinemas, kamishibai-cards, CDs, Tonies, 4 weeks
 - DVDs, console games
 - magazines, items of our library of things 2 weeks
- (2) The library staff is authorized to determine shorter or longer loan periods.
- (3) The staff is also authorized to limit the number of borrowed media.
- (4) All media have to be returned until the end of the loan period.
- (5) Should an item not be returned by the due date, an overdue fee will be charged for every medium and for every week this item is overdue, irrespective of whether a written reminder has been sent.
- (6) When using the self-lending and return system the users are obliged to ensure that the media are correctly booked by the system.
- (7) Media that are not listed in our catalogue can be ordered using our inter-library loans service based on the special conditions of that service.

6. Advance reservations

- (1) Media that are not available at the moment can be reserved for a fee.
- (2) The users are notified as soon as the medium is available.
- (3) We reserve the right to limit the number of advance reservations.

7. Extension of the loan period

- (1) The loan period can only be renewed two times in succession on condition that there is no advance reservation from another user.
- (2) The loan period can be extended in the library if the user card is presented, by phone if the identification number can be given or via internet with a protected password.

8. Lending and using restrictions

- (1) Some media belong to the presence stock. They are either very valuable or should only be used as reference books. Therefore they have a special sticker which informs about the fact that they can only be used in our library.
- (2) Underage readers are only allowed to loan media that have been approved of by the FSK respectively the USK.
- (3) We reserve the right to insist on further loan restrictions.

9. Treatment of media and liability

- (1) All the media (including the supplements and barcodes) have to be treated with care. They must also be protected from being lost, altered, stained, or damaged.

- (2) The users of our library are expected to control the condition and – if required - the completeness of their media. Obvious damages have to be reported at once to our library team, other damages must be reported as soon as they have been discovered. The users are liable for any defects or damages that have not been reported. They are not allowed to repair any damages themselves or with the help of other persons.
- (3) In case of lost or damaged media the user has to pay compensation up to the amount of the purchase price.
- (4) Our library is not liable for damages resulting from using our media.
- (5) Installed photocopiers and printers can be used for a fee as long as the legal regulations concerning copyright are observed. In case of violation of the copyright the users, respectively the authorized persons are liable.

10. Computer and internet access / W-LAN (Hotspots) / Digital devices

- (1) The public library “Remigius” has no influence on the content of the Internet and therefore cannot take responsibility for the quality of the sources and the correctness of the information.
- (2) The public library “Remigius” forbids to access websites with indecent or illegal offers. It is especially forbidden to access websites offering content that is harmful to minors as well as websites that show violence or pornography.
- (3) Software and hardware changes are by no means allowed. The users are liable for intentional damage of the devices as well as for misuse of the internet access. The library is not liable for damages due to the use of our digital infrastructure.

11. House rules

- (1) All visitors of our library have to behave in such a way that no other visitors are disturbed or hampered. Parents or authorized persons are expected to guarantee – without request - that the children in their care comply with these rules.
- (2) Consuming food and drinks as well as smoking is not allowed in our library.
- (3) Animals have to remain outside.
- (4) Posters and flyers may only be hung up, respectively distributed, after prior authorization by a leading member of our staff.
- (5) Bags have to be put away in the lockers. It is only allowed to store private items for the duration of the stay in our library. We are not liable for any losses or damages concerning clothing or valuable objects.
- (6) The staff members of our library are entitled to give binding orders.

12. Opening hours

The regular opening hours and necessary changes are announced by poster.

13. Property rights and exclusion from further use of the library

- (1) The property rights are exercised by the leading members of our staff.
- (2) We reserve the right to exclude users permanently or temporarily from using our library in case of repeated or serious violation of the library rules.