

14. Fees

We charge the following fees:

- **User fee**
 - 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)** 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 started week 0,50 €
 - plus every written reminder 1,00 €

These Regulations concerning the usage and fees entered into force on 01.08.2013.
From this time on older versions are no longer valid.

User regulations



Lesen und
mehr



Public library „Remigius“, Am Vennehof 1, 46325 Borken
Telephone: (02861) 93180
e-mail: buecherei-borken@bistum-muenster.de
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

Remigius Bücherei Borken

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 targeted promotion of reading and the procurement of critical media and research competence.

2. Users

- (1) Everybody is entitled to use the library within the scope of these user regulations. As soon as users enter the library they acknowledge these regulations.
- (2) Children up to the age of seven are only allowed to use the library services when they are accompanied by a parent.

3. Registration

- (1) Your registration and a valid library card are necessary to make complete use of the services our library offers.
- (2) For your registration you must bring with you either an identity card or your passport with your current address
- (3) For children and adolescents up to the age of 18 we require the written consent of a parent to the user regulations, to their liability in case of damaged media and to their duty to pay all required fees.
- (4) With his signature the reader gives his consent to the electronic storage of his/her personal data – in accordance with the valid data protection regulations.

4. Library card

- (1) Readers over the age of six receive a library card which has to be presented whenever they want to borrow media.
- (2) The library card is not transferable.
- (3) Changes with regard to address or name as well as the loss of the library card should be reported to our library immediately. The card holder (or his legal representative) is liable for any damage caused by misuse of the card.
- (4) 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 when you borrow and return your media.
The following lending periods must be observed:
 - books, cassettes, slides, CD audio books 4 weeks
 - magazines, CD ROMs, educational videos and DVDs, music CDs 2 weeks
console games
 - movies (DVD) 1 week
- (2) We reserve the right to determine shorter or longer periods.
- (3) We also reserve the right to limit the number of borrowed media.
- (4) All media have to be returned until the end of the loan period and during our official opening hours.
- (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 media are returned the library, users have to wait until all returned media have been rebooked.
- (7) Users are expected to retain the receipt containing information about the loan period that they get when borrowing an item.
- (8) Photocopies can be made on condition that copyrights are not infringed.
- (9) 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 at 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 lending period

- (1) The lending period can only be extended twice in succession on condition that there is no advance reservation from another user.
- (2) The lending period can be extended on the spot if the user card is presented, by telephone if the identification number can be given or per internet with a protected password.
- (3) For certain media the possibility of extending the lending period is not possible:
→ movies (DVD), CDs, magazines, media belonging to our so-called "Festbibliothek" – which offers media for special occasions, such as Christmas, weddings, etc.

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 borrow media that have been approved of by the FSK respectively the USK
- (3) We reserve the right to insist on further 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.

10. Computer and internet access

- (1) Only the template of a valid library or ID card entitles to use the internet terminals in our rooms. We cannot assume any guarantee of access.
- (2) Every computer may only be used for information purposes by one person at a time.
- (3) Software and hardware changes are by no means allowed.

11. Opening hours

Our regular opening hours and necessary restrictions or changes imposed on these hours will be announced in due time.

12. 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 adults with parental control 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 are 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.

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 borrowing in case of repeated or serious violation of the library rules.