

User Regulations of the Municipal Library of Luckenwalde

§ 1 General

(1) The city library (in the following referred to as library) is a public institution of the town Luckenwalde which can be used by any citizen according to the user regulations.

(2) The library serves education, qualification, information and leisure activities.

Everybody can use the library according to the user regulations in terms of borrowing media of all kind like books, and other print products as well as audio visual and data storage media.

§ 2 Fees

(3) For using the library, a fee is charged according to the legal statutes of fee.

§ 3 Opening Hours

The library has regular opening hours which are made public on a notice board.

§ 4 Registration

(1) The user registers personally showing the identity card or passport related to the official confirmation of registration. On a registration form he/she fills in the required personal information.

(2) The user accepts the knowledge of the user regulations and the statutes of fees by signature and gives permission to gathering and processing of personal data according to the privacy law of Brandenburg. The changing of the address or the name has to be announced immediately. The changing of the user regulations are published via notice board.

(3) Reaching the age of 6, everyone can become a library's user.

(4) In case of minor persons without an identity card (see paragraph 1), a legal representative has the obligation of presentation. Furthermore a written declaration of consent of the legal representative referred to the acceptance of the user conditions by the minor person must be presented. The library must be informed about a withdrawal of this consent in a written form.

(5) Legal persons and dependent institutions can use the library by persons who are entitled by their representatives respectively their funding provider in a written form. The authorized representative must accept the user regulations in a written form.

(6) The user gets a reader pass.

(7) The reader pass is not transferable. Losing it must be reported to the library immediately.

The holder of the ID-card is liable for any damage in case of the misuse of the reader pass (transfer, loss etc.) In case of minor persons, the legal representative is obliged to compensate. Lost reader passes are not replaced. In such cases a new usage relationship is required (see paragraph 1).

(8) The reader pass is valid until one year or one month.

§ 5 Rental Conditions

(1) The condition for the borrowing of media is the presentation of a legal reader pass.

(2) The transformation of borrowed media to a third party is not allowed. The user who borrowed the media is liable in any case.

(3) Children and youth only get media (DVD, videocassettes, computer games and CD-ROM) which are age authorized.

(4) Borrowed DVDs, videos, data and audio media must be only played, respectively used, on commercially available devices taking into consideration the required conditions of manufacturing companies.

(5) The maximum of media borrowed at the same time is set by the library's staff referring to the current stock. Reference stocks (information and manual stocks) are principally not lent

§ 6 Loan Period, Extension, Reservation

(1) Books are lent up to a maximum of four weeks. There are special conditions for other media frequently requested such as media which are shown in the summary table belonging to the loan period which is available to the user in the library's rooms.

(2) The loan period can be personally extended on request at least on the day of the deadline via phone call or in written form if there is no reservation respectively reminder. The duration of the extension is also set in the table (see paragraph 1) The the current date of submission is told orally or in a written way.

(3) Paying a fee, a reservation for lent media can be made.

§ 7 Loan

Media and articles from magazines that are not available in the stocks of the library can be provided via the loan from other libraries. Using these media requires the acceptance of the conditions of the lending libraries. The assignment is fee based according to the lending regulations for German libraries (accessible in the library).

§ 8 Exceeding of Loan Period

(1) The borrowed media have to be returned at least on the last day of the loan period. In terms of exceeding the loan period, a default fee has to be paid.

(2) If the return is not in time or was the loan period not exceeded, the return of the media can be reminded for a fee.

§ 9 Waive of Default Fee

(1) If the loan period was not culpably exceeded, the default fee can be waived partly or completely.

(2) This lack of fault must be proved.

§ 10 General Obligations of the User

(1) Every user has to store the media carefully. Media must be handled with care, must be protected from loss, dirt or damage. Damages are considered as the folding, bending and wetting of pages, handwritten entries, underlining of text passages, the change of content of audio-visual or electronic media as well as the removal or change of booking features.

(2) Before borrowing, the every user must make sure about the state of the media and if damaged must indicate this defect otherwise he/she has to explain damages returning the media.

(3) The loss or damage or the lent media as well as the damage of equipment in the library must be reported immediately. In terms of loss and damage, the user is liable. He/she must replace repair costs or replacement costs.

§ 11 Behaviour in the Rooms of the Library/Liability

- (1) Using the rooms of the library, the user must not disturb the other ones. Smoking, eating and drinking is not allowed.
- (2) Animals are not allowed in the library.
- (3) Visiting the library, bags, bag packs and similar containers must be stored in lockers.
- (4) The liability of the town Luckenwalde and its employees to the users of the library is restricted to premeditation and gross negligence. There is no liability to loss and damage of brought things.
- (5) The town Luckenwalde does not take responsibility for the user-made damage of data media caused by not recognized virus programs on user related media, respectively for the use of media equipped with security labels.
- (6) The town Luckenwalde is not responsible for content availability and quality of online services. It is not liable to damages which develop while using the online services, for example unveiling personal data.
- (7) The staff of the library is entitled to see the user's reader pass or the identity card and to check briefcases, bags etc. if there is a legitimate interest.

§ 12 Usage Exclusion

A repeatedly violation of the user regulations of the library or of the library's staff for maintaining an orderly operation can lead to a limited usage exclusion.

§ 13 Internet Access

The use of the internet is regulated in a special internet user regulation.

§ 14 Copy Service

Photo copies of the library must be used according to the applicable copyright law.

§ 15 Coming into Effect

These regulations come into effect on 1st January 2007.

Luckenwalde, 13/12/2006

Herzog-von der Heide
Mayoress

2nd Amendment Statute from 22/6/2021 to the Schedule of Fees for the Library of Luckenwalde from 13/12/2006 in the in the Version of First Change from 14/12/2011

In the meeting on 22/6/2021 the city council meeting of the town Luckenwalde decided to change the schedule of fees of the library of Luckenwalde.

Article 1

The above mentioned schedule of fees was changed like in the following attachment to §1:

Attachment (to §1)

1. Reader Passes for 12 Months	
a. adults	15.00 EUR
b. pensioners	10.00 EUR
c. pupils of primary and secondary schools	free
d. trainees, students, participants of volunteer services and recipients of unemployment benefit	10.00 EUR
e. recipients of asylum seekers benefit and recipients of social care	free
2. Time Limited Reader Cards and their Substitutes	
f. daily card	1.00 EUR
g. temporary card (1month)	5.00 EUR
h. substitute devices	2.00 EUR
3. Default Fee	
a) for every borrowed media unit per day	0,30 EUR
b) for written reminders	plus postage
4. Reservation	
a) for the reservation of one borrowed media unit	1.00 EUR plus postage
b) for the reservation from county interlibrary loan	1.00 EUR plus postage
c) for every order from interlibrary loan	2.00 EUR plus postage
5. Loss of Medium/ Damage	
a) costs for substitutes /replacements of lost, dirty or damaged media plus additional per sample	5.00 EUR
b) additional costs for own replacement supply per sample	2.50 EUR
c) for the repair and removal of minor damages per sample	2.00 EUR
6. Copies/ Computer prints	
a) per copy page and computer print (black/ white)	0.10 EUR
b) per copy page and computer print (coloured) A5/ A4 format	0.30-0.50 EUR
7. Research Request and Compilation of Literature	
for one research request or one compilation of literature	2.00 EUR
8. Local Delivery Service for One Medium Unit	2.00 EUR

Article 2

This amendment statute comes into effect on 1/7/2021

Luckenwalde, 29/6/2021

Herzog-von der Heide

Mayor