



GEMEINDEBIBLIOTHEK GRÜN WALD



▶ GUIDE

▶ REGISTRATION

In order to get a library card you must bring with you **either** an identity card with current address **or** your passport, plus proof of residence [Meldebescheinigung]. You will then get a library card which you must bring with you every time you visit the library. The registration fee is € 3,00. The loan of media is free of charge.

▶ LIBRARY CARD

- » The use of the library is only possible with a valid library card.
- » The library card is not transferable. The loss or theft of the card should be reported to the library immediately. The card holder [or his/her legal representative] is liable for any damage through missuse of the card.
- » Should the card be lost, a replacement charge of € 3,00 will be made.

▶ BORROWING CONDITIONS

- » Media can only be loaned upon presentation of your library card.
- » With your registration you have declared that you will be liable for all media borrowed on your library card. Please **inspect** all items thoroughly **before borrowing**. Damage and/or loss should be reported immediately.

▶ LOAN PERIOD

- » **20 Working Days:**
Books, CD-ROMs, audiotapes, games
- » **10 Working Days:**
Videotapes, magazines, childrens' tapes and CDs, Christmas and Easter Books; other specially labelled media.
- » **5 Working Days:**
DVDs

▶ RENEWAL

It is possible [either in person or by telephone] to extend the loan period once. This is not possible if the item has been reserved by another reader.

▶ OVERDUE FINES

Should an item not be returned by the due date, a fine will be imposed from the first day this item is overdue, irrespective of whether a written reminder has been sent.

▶ INTER-LIBRARY-LOANS

A fee of € 1,50 will be charged for an order from the Inter-Library-Service from the Bavarian Library System.

FEES

» Overdue fine per day and media [adult/child]	€ 0,20 / 0,10
» Rewinding fee [videotapes/audiotapes]	€ 0,50
» Library card	€ 3,00
» Handling charge for replaced media	€ 2,50
» Reservation	stamp fee
» Damage to item	€ 2,50 / 5,00 or replacement
» Barcode / videocover	€ 1,50

OPENING HOURS

monday	10.00 - 13.00 h and 14.00 - 18.30 h
tuesday	10.00 - 13.00 h and 14.00 - 18.30 h
wednesday	10.00 - 13.00 h
thursday	10.00 - 13.00 h and 14.00 - 19.30 h
friday	10.00 - 13.00 h and 14.00 - 17.00 h

If closed please use the blue box nearby the entrance for returning media.

CONTACT

Südliche Münchner Strasse 7 | 82031 Grünwald | fon: [089] 641 24 70
<http://bibliothek-gruenwald.de> | e-mail: info@bibliothek-gruenwald.de

FOR ANY OTHER INFORMATION, PLEASE REFER TO THE INFO DESK, THEY WILL BE PLEASED TO HELP YOU.