

## § 11 Fees, costs

(1) The use of the rooms of the City Library is free of charge. An annual fee is charged for borrowing media for persons over the age of 18. One-time loans are also subject to a fee.

(2) Users are obliged to pay other fees according to the current list of fees and costs.

(3) The amount of the fees according to section 1 is determined by the local council, the amount of the other fees according to section 2 by the administration in a list of fees and costs.

## § 12 Exclusion of users

(1) Persons who violate the provisions of these regulations or contravene the instructions of the City Library staff may be temporarily or permanently excluded from using the City Library and its facilities.

This applies in particular to

- a. in case of wilful damage to media or inventory,
- b. in the case of payment arrears,
- c. in the case of non-issuance of media and

d. in case of violations of the house rules according to § 10

(2) In the event of exclusion from use, the library card shall be returned. The usage fee already paid will not be refunded.

## § Article 13 Effective date

These terms of use become effective as of 16.02.2005; at the same time the previous terms of use become invalid.



## Contacts & Opening hours

### Central & Children's Library

Deimlingstraße 12 | 75175 Pforzheim

Service-Phone 07231 39-2441

Fax	07231 39-2242	Tue to Fr	11 - 19 o'clock
Mail	info-stabi@pforzheim.de	Sat	10 - 17 o'clock

### Buckenberg-Haidach Branch

Marienburger Str. 18 | 75181 Pforzheim

Phone	07231 39-2554	Tue + Thu	14 - 18 o'clock
		Fr	10 - 12 o'clock
			14 - 18 o'clock

### Huchenfeld Branch

Rathaus Huchenfeld | 75181 Pforzheim

Phone	07231 39-1408	Tue + Fr	15 - 18 o'clock
		Wed	15 - 19 o'clock

### MediaShuttle Branch

Phone 0170 5622312

Mail mediashuttle-stabi@pforzheim.de

The timetable is available in the MediaShuttle or on our website.

### OnLeihePF Branch

Virtual branch 24/7

— ePub, eMedia for download around the clock:  
[www.onleihe.de/pforzheim](http://www.onleihe.de/pforzheim)



### Web

All branches of the City Library are closed on Mondays. Visit us on the Internet. There you will find information about the City Library, our virtual branch, event information and a lot of surfing tips.  
[www.stadtbibliothek.pforzheim.de](http://www.stadtbibliothek.pforzheim.de)



## Terms of use

## § 1 Duties of the City Library

(1) The City Library (main building in addition to children's library, branch offices and mobile library) shall perform the tasks of a public library within the scope of the cultural sphere of activity of the City of Pforzheim.

(2) It provides books and other information media, serves the purpose of general information and education, school and vocational training and further education and leisure activities in addition to promoting reading.

## § 2 User group

(1) Anyone is entitled to use the Pforzheim City Library including its facilities. Children under and including the age of 7 may use the municipal library only when accompanied by a parent or guardian or a person authorized by the parent or guardian.

(2) The management of the City Library may make more detailed provisions for the use of the individual library facilities.

## § 3 Registration

(1) A library card is required in order to borrow books and other media.

(2) A library card is issued upon presentation of an official identification document (e.g. personal identity card). If the current address is not evident from this, confirmation of address from the relevant registration authority should be presented.

(3) Children and adolescents up to the age of 18 require the written permission of a parent or guardian.

(4) Legal persons use the City Library through persons authorized by them.

(5) The library card is not transferable and remains the property of the City Library.

(6) The library card is to be stored carefully and protected against misuse. If the library card or borrowed media is passed on to third parties, the card holder or legal representatives are obliged to bear all costs incurred.

(7) The loss of a library card must be reported to the City Library immediately. Card holders are liable for all damages incurred until the card is blocked. In the event of loss, a replacement library card can be issued for a fee.

(8) Changes of address and personal data must be reported to the City Library immediately.

(9) In order to carry out the EDP lending procedure, the City Library stores and processes personal data such as surname, first name(s), date of birth and address; in the

case of minors, the data of their legal guardians are also stored and processed. Personal data is stored and processed in accordance with the applicable data protection laws.

(10) The borrowing of an item results in a „loan contract“ (rental contract) under private law between the City Library and the user.

## § 4 Opening hours

The opening hours of the City Library and its facilities are announced publicly.

## § 5 Lending

(1) The library card is to be presented with every borrowing. Borrowing without a library card is possible one single time, upon presentation of a personal identity card.

(2) The loan period is generally 4 weeks. In justified individual cases or for certain types of media, the City Library may set different loan periods.

(3) The City Library may limit the number of loans for certain types of media.

(4) Correspondingly designated holdings cannot be borrowed.

(5) Users are responsible for the timely return of media.

## § 6 Extensions

(1) The loan period can be extended if the medium is not pre-ordered.

(2) The maximum number of loan period renewals is determined by the City Library.

(3) Individual types of media can be excluded from the renewal option.

## § 7 Reservations

(1) Borrowed media can be reserved in advance.

(2) Users will be notified as soon as the media is available for them.

(3) Reservations are subject to a fee, the reservation fee is also due if the media is not collected.

## § 8 External lending

(1) Media which are not in the stock of the Pforzheim City Library may be ordered for the purpose of promoting research, teaching and other scientific work through external lending.

(2) In this case, the Loan Regulations for German Libraries (LVO) in their currently valid version shall apply.

## § 9 Treatment of borrowed media, use of media in the City Library, obligations and liability of users

(1) Users are liable for all media borrowed on their library card.

(2) The users are obliged in the interest of the general public to treat the media, equipment, inventory and rooms with care and to protect them from soiling, damage and alterations.

(3) When borrowing media, the condition and completeness of the media must be checked. Visible defects are to be reported immediately; other defects are to be reported to the City Library immediately upon their discovery.

(4) Use of media is at the user's own risk. The City Library is not liable for damages caused by the use of defective media. This also applies if damages occur due to the borrowed media not being compatible with respective playback devices.

(5) Users are liable for compliance with the legal provisions of copyright law and for compliance with legal prohibitions when using library materials.

(6) Illegal as well as violence glorifying, pornographic or racist content may not be accessed, used or distributed when using the internet access in the library.

(7) Library staff may set maximum usage times for the use of computers and other equipment.

(8) The City Library is not liable for items brought into the library.

## § 10 House rules

(1) Smoking, eating and drinking as well as disruptive conversations are not permitted.

(2) Animals (except guide dogs) or bulky objects and sports equipment may not be brought into the building.

(3) The use of the lockers offered in the library is only permitted during opening hours. Locker keys may not be taken out of the library.

(4) Posters and other information material may only be distributed or displayed in the library rooms by library staff or by persons authorised by the library with the consent of the library management.

(5) The library management may exercise domestic authority. The exercise may also be transferred to other employees. All orders and instructions of the library staff must be followed.