## Registration as a new user
To register as a new user please bring your valid I.D. or similar document of identification along. Children and adolescents under the age of 18 require the signature of a parent or guardian. With their signature the user accepts the terms and conditions of this library.

## Loans
Items can only be borrowed on presentation of your library card.

### Loan period
- 4 weeks: books, magazines, maps, games
- 2 weeks: console games, bestsellers, CDs, CD-ROMs
- 1 week: DVDs

## Renewals
It is possible to renew the loan period up to two times per item if no other user has reserved the item in question. This can be done in the library, by phone or online.

### Maximum number of loans
<table>
<thead>
<tr>
<th>Items in total</th>
<th>DVDs</th>
<th>CDs</th>
<th>CD-ROMs</th>
<th>Console games</th>
<th>Comics</th>
<th>Games</th>
<th>Maps</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>8</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

## Scale of fees
### Annual fee
- Adults: 15.00 Euro
- Partner card for adults: 7.50 Euro
- Concession: 7.50 Euro
- (Adolescents from the age of 16, pupils and students up the age of 25, people in voluntary service or with severe disabilities)
- Children up to the age of 16: free

### Alternative to annual fee:
- Fee per item: 2.00 Euro

### Fee for replacement card
- 2.50 Euro

### Fines for overdue items:
- DVDs: 1.00 Euro per day
- All other items: 0.20 Euro per day
- Per overdue notice: 0.80 Euro

### Reservation fee
- 0.80 Euro per item

### Interlibrary loan fee
- 4.00 Euro per item

### Damages
- Damage of an item: from 1.00 Euro

## Bestseller List
All books from the current bestseller list of the Spiegel magazine can be borrowed for a fee of 2.00 Euro per item. Reservations or renewals of these items are not possible.

## DigiBObb
Using your valid library card, you can access the digital library.
Under [www.digibobb.de](http://www.digibobb.de) you can download eBooks, ePapers, eVideos and eAudios and use them for a limited time period.

## Interlibrary Loans
Scientific books that are not available in our library can be ordered through the interlibrary loans service for a fee of 4.00 Euro. You can order it in the library or online under: [www.stadtbibliothek-fuerstenfeldbruck.de](http://www.stadtbibliothek-fuerstenfeldbruck.de)

## Library Tours
You can make an appointment to go on a library tour with your school or kindergarten. There children have the opportunity to get to know the library in a playful way and to deepen their knowledge about various media.

## Information and Registration
The information desk on the second floor is the main contact point for any queries. Please contact the information desk to register as a new reader.

More information and a reader registration form to download can be found online under [www.stadtbibliothek-fuerstenfeldbruck.de](http://www.stadtbibliothek-fuerstenfeldbruck.de)

## Internet
At the PC workstations you can use the internet and work on office documents and also print them out (b/w) for a small fee.

## Library Coffee Shop
Tuesday to Friday you can treat yourself with coffee and cake, freshly made salads, sandwiches or other small dishes in the Library Coffee Shop.

## New publications
In the Library Coffee Shop we present you the newest publications of the month, which you can reserve at the loan counter.

## Online-Catalogue and Info-Service
With the help of our online catalogue you can look up items in our stock, reserve or renew items or even have a look at your own user account. This service can be found under under the menu [www.stadtbibliothek-fuerstenfeldbruck.de](http://www.stadtbibliothek-fuerstenfeldbruck.de) under onlineKatalog.

For smartphones and tablets under [https://fuerstenfeldbruck.mobilopac.de](https://fuerstenfeldbruck.mobilopac.de)

Sign on to the INFO Service in the onlineKatalog to receive customised information via email about our events and new acquisitions.

## Events
We host regular events for children and adults. To find out more about these, please have a look at our event calendar under [www.stadtbibliothek-fuerstenfeldbruck.de](http://www.stadtbibliothek-fuerstenfeldbruck.de)

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**Please note:** Please verify the completeness and intactness of the items before borrowing them. If an item is returned incomplete or damaged, the last borrower will be held liable.
A guide to the library

Ground floor:
- loan counter
- online catalogue
- coat racks, lockers and toilets
- children's library
- novels: fantasy, horror, crime fiction, science fiction and foreign-language novels
- non-fiction: biographies, esotericism and learning aids
- library coffee shop: newspapers, magazines, music CDs and audio books

First floor:
- administration
- online catalogue
- novels: authors A-Z, large print, regional books
- poetry
- bestseller list
- youth library

Second floor:
- information and registration desk
- online catalogue
- photocopier

Third floor:
- online-catalogue
- non-fiction: geography, travel guides, local history, history, politics, law, social sciences, economy, religion, philosophy, career and education

Fourth Floor:
- auditory

Tower:
- workstations and lockable working spaces
- PC workstations and internet access
- DVD player

Opening Hours:
Monday 2 pm - 8 pm
Tuesday 10 am - 6 pm
Wednesday 10 am - 6 pm
Thursday 10 am - 6 pm
Friday 10 am - 6 pm
1. Saturday 10 am - 1 pm