# O 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.

# O Loans

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

# O Loan period

4 weeks books, magazines, maps, games,
Tiptoi, CD-ROM
3 weeks eBook-Reader
2 weeks console games, bestsellers,
CDs, Tonie
1 week DVDs

# O 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.

# O Maximum number of loans

| O <u>Maximum number of loans</u> |    |
|----------------------------------|----|
| Items in total                   | 30 |
| Tiptoi                           | 1  |
| DVDs                             | 5  |
| CDs                              | 8  |
| CD-ROMs                          | 3  |
| Console games                    | 3  |
| Tonie                            | 2  |
| Games                            | 2  |
| Maps                             | 3  |
|                                  |    |

# O Scale of fees

### Annual fee

Adults 18.00 Euro partner card for adults 9.00 Euro Concession 9.00 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:

If you do not return or renew your items in time, the following fines are to be paid per day and per item:

per item 0.20 Euro per overdue notice 0.80 Euro

#### Reservation fee

per item 0.80 Euro

## Interlibrary loan fee

per item 4.00 Euro

### **Damages**

Damage of an item from 1.00 Euro

<u>Please note:</u> 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.

# From A to Z \_ - a guide to the library and its services

## **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. and TigerBooks

Using your valid library card, you can access the digital library.

Under www.digibobb.de you can download eBooks, ePapers, eVideos and eAudios and use them for a limited time period. In the app TigerBooks you find eBooks and eAudios for children.

## **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

# **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 is the main contact point for any queries and for registration.

More information and a reader registration form to download can be found online under 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 the menu www.stadtbibliothekfuerstenfeldbruck.de under *onlineKatalog*.

For smartphones and tablets under 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 calender under www.stadtbibliothek-fuerstenfeldbruck.de

# **Library Layout**

# A guide to the library

# Stadtbibliothek in der Aumühle

Bullachstraße 26 82256 Fürstenfeldbruck

 Loans
 08141 / 36309-0

 Enquiries
 08141 / 36309-10

 Fax
 08141 / 59448

 Email
 stadtbibliothek@fuerstenfeldbruck.de

### **Ground floor:**

- Info and loan counter
- 2 self-service points
- 1 self-service returning point
- online catalogue
- coat racks, lockers and toilets
- children's library
- <u>novels:</u> crime fiction,
- non-fiction: learning aids
- <u>library coffee shop:</u> newspapers, magazines, music CDs and audio books

### First floor:

- administration
- online catalogue
- <u>novels:</u> authors A-Z, large print, regional books
- poetry
- bestseller list
- literary studies
- youth library
- gaming

### **Second floor:**

- 1 self-service point
- photocopier,
- online catalogue

- DVDs, CD-ROMs, console games
- maps
- foreign-language novels and audio books
- non-fiction: geography, travel guides, local history, linguistics, politics, law, social sciences, biographies, economy, religion, philosophy, career and education

#### Third floor:

- online-catalogue
- <u>novels:</u> science fiction, fantasy, horror
- non-fiction: psychology, pedagogy, art, comics for adults, music, dance, theatre and film, maths, natural sciences, esotericism, medicine, technology, computer, garden, pets, needlework, cooking, sports, games, crafts, pregnancy, childbirth and baby's first year, celebrations, photography.

## **Fourth Floor:**

auditory

#### Tower:

- workstations and lockable working spaces
- PC workstations and internet access

# **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 |