## O Registration as a new user

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

## O Loans

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

## O Loan period

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

4 weeks books, magazines, maps, games, Tiptoi

2 weeks console games, CDs, Tonie, 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, online or in the app B24.

## O Maximum number of loans

<u> Maximum number of loans</u>		
Items in total	30	
Tiptoi	2	
Tonie	2	
Games	2	

#### O Scale of fees

# **Annual fee**Adults

partner card for adults 11.00 Euro Concession 11.00 Euro (Adolescents from the age of 16, pupils and students up the age of 25, people in voluntary service or with severe disabilities, people who receive social benefits)

22.00 Euro

Children up to the age of 16 free Institutions in Fürstenfeldbruck free Refugees and asylum seekers free alternative to annual fee:

fee per item 2.50 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 1. overdue notice	1,00 Euro
per 2. overdue notice	2,00 Euro

#### Reservation fee

per item	1,00 Euro
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## Interlibrary loan fee

per item 5.	.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

#### DigiBObb., TigerBooks, RiffReporter

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

Under <u>www.digibobb.de</u> 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.

Under <u>www.riffreporter.de</u> you can read reliable and independent news articles.

#### **Interlibrary Loans**

Scientific books that are not available in our library can be ordered through the interlibrary loans service for a fee of 5.00 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 and the first Saturday of the month you can treat yourself with coffee and cake, freshly made salads, sandwiches or other small dishes in the Library Coffee Shop.

#### **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*. There is also an app called B24.

#### **Return outside business hours**

You can return your items around the clock. Standing in front of the main entrance you see a reading device on your left. Keep a book or another item flat on the glass and the door will open. Then put your items bit by bit in the returning machine.

#### 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

## Mobile Library

If you are not able to come to the library because of age or illness, we offer you a delivery of items you want to borrow. This service is possible thanks to volunteers.

## **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, Seed library.

#### 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