Terms of Use for the Schwäbisch Gmünd City Library

On the grounds of Paragraphs 4 and 10 of the Community Policy for Baden-Württemberg (24.07.2000 version) and Paragraphs 2 and 9 of the Local Tax Act for Baden-Württemberg (28.05.1996 version), the District Council passed the following terms as conditions for the use of the Schwäbisch Gmünd City Library on 11.07.2001:

§ 1
General

The City Library is a cultural facility open to the public.

§ 2
Membership

1. The City Library can be used by residents of Schwäbisch Gmünd.
2. In the case of requests for membership by non-residents, the City Library will decide on a case by case basis.

§ 3
Registration, Library Card

1. Applications for membership must be made in person. The applicant must also provide his / her personal ID card or Passport and official proof of their residential address.
2. Parents / legal guardians are responsible for upholding the terms and conditions for children under 7 years of age.
3. For children aged 7-15 years (including to the end of the 15th year), a child's ID or other official proof of address is sufficient.
4. Minors must provide signed consent from their parents or legal guardians, who are responsible for any accumulating debts / fees as well as for damages to items returned, or for items lost.
5. Judicial persons, companies, departments and other institutions are to apply in writing. The application must display the company / department stamp and be signed by the authorised representative. The City Library is to be informed without delay of this authority being withdrawn.
6. Approved members receive a non-transferable library card. The card remains the property of the City Library and is to be shown upon request.
7. The City Library is to be informed of any changes in name or address and of the loss of the library card without delay. Members are to bear the cost of any damages arising out of failure to report a missing card and in particular from misuse of the card.

§ 4
Borrowing, Extensions, Reservations, Limitations of Use

1. Upon presenting the library card, items can be borrowed for up to 4 weeks. The City Library can, on reasonable grounds, reduce the loan period, limit the number of items borrowed at one time, or request borrowed items to be returned.
2. The loan period can be extended upon request before the due date, no more than twice, and provided the items have not been reserved by someone else. Requests for extensions are possible by phone from Tuesday to Friday only, during opening hours.
3. Video cassettes are to be rewound to the start before being returned.
4. Items currently on loan by other members can be reserved for a fee, according to the fee schedule.
5. Items from the reference section can only be used within the City Library.
6. The City Library may allocate time limits for the use of the computer and other equipment.
7. The City Library management reserves the right, on reasonable grounds, to enforce further conditions for offers and services, as well as for general rules and policies of the library.

§ 5
Inter-library Borrowing

1. The City Library will make every effort to locate any non-available specialist literature, in the form of original or copy, from other libraries. A fee applies.
2. The City Library is bound by the respective rules and international agreements of inter-library borrowing; these also apply to the member.

§ 6
Liability, Internet

1. Library items and equipment are to be handled with care; the City Library is to be informed without delay of their loss and any noticeable defects caused by previous use. Damaged items are to be repaired only through the City Library and not by members.
2. A fee set by the fee schedule will be charged for reparable damage done to items. In the case of lost items or parts of items (e.g. CD covers, inserts, cards, instruction booklets) as well as for non-reparable damage, the amount to replace the item will be charged.
3. The City Library does not guarantee that programs, data storage and other equipment will function without problems. In particular no liability will be taken for any subsequent damage through usage.
4. For a fee set by the fee schedule, the City Library provides internet access to its members. The City Library is however not responsible for the content, availability and quality of third parties. The relevant regulations, in
5. The City Library takes no liability for any malfunction of the library computer system.

§ 7
Fees

Fees are charged according to a particular fee schedule.

§ 8
General Rules and Policies

1. The City Library opening hours are given by notice and in local papers.

2. Bags, coats and the like are to be stored in the lockers provided. Use of the lockers is permitted only for the duration of the library visit. Lockers still in use will be opened at closing time. A fee set by the fee schedule will be charged for items left in the lockers, as well as for the loss of locker keys. No liability is taken for the cloakroom, umbrellas or valuables.

3. In the interest of others, members are to remain quiet and keep their surroundings tidy. Eating, drinking and smoking are not allowed.

4. Posters, notices and other information may only be distributed or displayed in the library by the library staff and with prior permission from management.

§ 9
Debarment of Usage

The City Library reserves the right to temporarily or permanently suspend members who violate the terms of use or ignore instructions from staff, from using the library.

§ 10
Enforcement

These terms and conditions come into effect on 01.08.2001.