

Rheinfelden 
Baden

Stadt bibliothek

Public Library

Library Regulations Fees and Charges



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Opening hours:

Tuesday	10:00 h - 19:00 h
Wednesday, Thursday, Friday	13:00 h - 18:00 h
Saturday	10:00 h - 14:00 h

Library Regulations

1. General

The public library is a public institution of the town of Rheinfelden (Baden). The advertised opening times apply.

2. Library Users

Within the framework of these library regulations everyone has permission to use this library as a public institution on the basis of private law. The public library is entitled to make special provisions and orders for the usage of certain library areas and collections. This is particularly applicable for restrictions concerning the protection of minors.

3. Registration

In order to borrow books, users must provide proof of identity and an official confirmation of their address. After registration, users receive a library card. By signing the card, users accept the library regulations.

■ Children from 6 years onwards can get a library card, before the age of 16 the signature of a parent or legal guardian is required.

■ **The library card is property of the public library and is non-transferrable.**

Changes of name or address, as well as the loss of the library card must be reported to the library immediately.

■ The user who is registered to the library card is liable for damages, which occur due to the misuse of the library card, or their legal guardian if applicable. In justified cases the library can block or retract library cards.

■ The library card entitles users to borrow

books from the public libraries Rheinfelden (Baden) and Rheinfelden (Switzerland). The user or legal guardian accepts the library regulations for both public libraries (D and CH) with his signature. The library and fee regulations can be viewed in the library. Individual copies can also be obtained at the registration desk.

■ When registering, the user agrees that his address and personal information are electronically saved by the library. The library guarantees that the saved information will only be used for library purposes and will not be passed on to third parties.

4. Fees

The fees stipulated by the public library Rheinfelden (Baden) apply.

They are subject to change for the future at the beginning of each year. This will be advertised through notices in the library.

5. Lending

All media available for loan can be borrowed from the library by presenting a valid library card up to a date set by the library.

■ The number of items an individual user can borrow is limited for certain types of media.

■ Non-lending collections are marked accordingly and cannot be loaned.

■ In justified circumstances the usual lending period can be shortened. Furthermore, the library can recall loaned items at any time.

6. Treatment of borrowed media – liability

Borrowers are obligated to treat borrowed items with care and ensure they aren't changed, damaged or soiled. Copying digital storage media is forbidden.

- Upon borrowing items, the borrower confirms that the items he has received are complete. The borrower is responsible for the completeness of all media during borrowing and upon return of the items. Damages or missing items must be reported to the library immediately.

- The borrower is liable for the damage or loss of items. Should a replacement be necessary, the value of the missing item must be reimbursed. This includes the original price of the item, as well as a fee for the processing of the item in accordance with library regulations. A deduction will be made to account for the age of the item.

- The library is not liable for damages incurred by the customer by using media or devices (including digital storage media), unless it can be proven that the library acted with intent or gross negligence.

7. Late returns

Any items which are returned after the expiry of the lending period are subject to a late fee. After the expiry of the lending period, the borrower will receive a notice from the library demanding return of the library property. The borrower will be granted a reasonable time period to return the items. If the items are still not returned, the public library has the right to recover the borrowed items by means of a courier at the expense of a borrower. Furthermore, in the event of further delay, the item can be treated as a loss in accordance with article 6.

- A fixed fee is payable for late notices and the recovery of items.

- Late charges will be collected by taking legal action if necessary.

8. Interlibrary loans

The public library is part of the trans-regional German library network. Items can be ordered according to the interlibrary loan

regulation. A fee will be payable for this service. The library regulations of the public library Rheinfelden (Baden) apply to the borrowing and treatment of items.

9. House rules

Library users must show care not to disturb the operation of the library and other users are not obstructed in the pursuit of their legitimate claims.

- Reasonable care is expected to be shown in the use of a library and library materials.

- No person shall consume drinks in a library other than in an area set aside for such consumption. Library users are liable for damages that occur due to consuming drinks (for example damages to media or furnishings).

- Food may not be consumed in the library.

- Animals are not allowed in the library.

- Smoking is prohibited in the library.

- Posters and other information materials may only be displayed or distributed with the consent of library staff.

- Library personnel can restrict the use of electronic devices (for example the library catalogue OPAC, internet workplaces, CD and DVD players). Manipulating the available devices is prohibited. Internet users may not visit illegal webpages, or access pornographic, violent or other illegal content (for example right-wing extremist pages).

- Users are prohibited from using their own storage media.

- The public library reserves the right to monitor certain library areas by CCTV.

- Bags must be left in the lockers for the duration of the library visit. Lockers and pigeonholes may only be used for the duration of the library visit and during library opening times.

- The library accepts no liability for bags and valuables left in the lockers.

- Library users must follow the instructions of library personnel while being in the library or the town hall.

10. Exclusion

Anyone who breaks the rules stipulated in these library regulations, can be excluded from using the library and visiting its premises, either for a set duration of time or permanently. The library card can be retracted for the duration of the exclusion.

No claim for reimbursement of paid fees can be made in this case.

11. Jurisdiction and applicable law

German law applies exclusively for the use of the public library Rheinfelden (Baden). Claims of the public library against persons residing abroad can be brought before Lörrach district court (Amtsgericht Lörrach).

Rheinfelden (Baden), 15th October 2009

Fees and Charges

Membership fees

Children and teenagers can borrow items free of charge until the completion of their 18th year of life

Adults can choose from the following options:

Yearly membership 15 € /
.....discounted 7 €

An extra fee of 2 € per item applies for borrowing DVDs + console games.

Yearly membership-Plus 30 € /
.....discounted 20 €

No extra fee for borrowing DVDs + console games.

Day membership 2 € /
.....discounted 1 €

An extra fee of 2 € per item applies for borrowing DVDs + console games.

Adult-Child membership: ..free of charge
Adults who exclusively borrow items for children and young adults are exempt from the membership fee.

An extra fee of 2 € per item applies for borrowing DVDs + console games.

User fees must be paid in advance. The yearly fee entitles users to borrow items for the duration of one year.

The following groups are eligible for a discount but must supply document proof of their status: pupils, severely disabled (from 50 per cent), recipients of benefits according to the Social Security Code (Sozialgesetzbuch).

Charges for borrowing DVDs and console games

An extra fee of 2 € per item applies for borrowing DVDs + console games (users on

the yearly membership-Plus scheme do not have to pay an extra fee).

Replacement library card

After registration the user will receive a library card free of charge. If a replacement library card is required due to loss or damage, a charge of 5 € will apply.

After the third replacement card, the library reserves the right to reclaim the library card at any time.

Reservations

Borrowed items can be reserved.

Reservation of borrowed items..... 1 €

Reservation of items from the public library Rheinfelden / CH 1 €

Inter-library loans

Inter-library loan fee per item 4 €

Administrative fee if an item cannot be sourced via the inter-library loan scheme: 2,50 €.

Overdue and reminder charges

After the lending period has expired, charges apply for late returns. Each item will incur a late charge of 0,50 € per week commenced. The library user will be contacted via letter or phone to remind them to return the items.

The following additional charges apply for reminders:

First reminder..... 1 €

Second reminder..... 2 €

Invoicing 5 €

Overdue charges must be paid, even if no reminders were sent. Charges for letters that could not be delivered must be paid. Overdue and reminder charges are added up.

Replacement of items and labels

Fixed costs for library item processing: .. 7 €

If parts of items required for library lending are removed or damaged, the following charges apply.

Protective foil.....	4 €
Label.....	1 €
Barcode	2 €
RFID Label.....	2 €

CD / DVD replacements:

Case for 1 CD / DVD	1 €
Case for 2 CDs / DVDs	2 €
Cover.....	3 €

Replacement of game pieces

The following charges that reflect the value of the missing game piece apply:

Standard piece.....small 1 € / large 2 €

Special game pieces.....small 2 € / large 5 €

Internet Usage

The Internet can be used free of charge for 30 minutes daily. Thereafter, each 30 minutes cost 0,50 €.

Copies and printouts

A one-page printout (via Internet) costs 0,10 €.

A coin operated copying machine is available. Costs are displayed on a notice.

