

Bruchsal's public library („Stadtbibliothek Bruchsal“) belongs to the cultural and educational institutions of the town. All citizens of Bruchsal and its surrounding area are welcome.

### **Bags**

Please leave bags and coats at the wardrobe. Keys for the bag lockers can be obtained at the issue desk.

### **Catalogue**

See OPAC

### **Charges**

#### *Annual Charges*

annual charges for adults	€ 24,--
partner card	€ 35,--
seriously handicapped people (certificate needed)	€ 15,--
pupils, students up to the age of 27, people doing military or alternative national service (certificate needed)	€ 8,--

free of charge:

- children up to the age of 17
- people on social welfare and unemployed (certificate needed).

Alternatively, customers who do not plan to access the library on a permanent basis can borrow media by paying an individual lending fee. Please note that this fee cannot be deducted from the annual charges for the library. The individual lending fee per borrowed or renewed media item (books, CDs etc.) is € 2,50

DVD (1 week) € 1,--

### *Fines*

€ 0,20 per day and book/media

€ 2,50 for the first overdue notice

€ 5,-- for each further overdue notice

The fines for the overdue notices will be charged additionally to the fines per day and book/media.

Replacement of a lost library card

€ 2,-- up to the age of 18

€ 5,-- for adults

Damage to a bar-code label	€ 2,00
Ascertaining of address	€ 3,00

### **Complete library regulations**

The complete library regulations can be asked for by every reader at the information desk on the first floor. They are also to be found on the ground floor opposite the issue desk.

### **Dogs**

Dogs unfortunately have to wait outside.

### **Eating**

Eating and drinking as well as smoking are not allowed in the library.

### **E-Book / E-Paper / E-Audio**

s. Onloans

### **Events**

If you would like to be informed about events at the public library of Bruchsal, please contact the information desk on the first floor.

The municipal authority can fix an entrance for events at the public library of Bruchsal.

### **Handicapped**

Handicapped people in a wheel-chair can be brought to the lift by the library staff. Then, please ring at the first floor.

A toilet for handicapped people is located in the basement of the building.

### **Handys**

The use of handies is not allowed in the library.

### **Information**

For any information, please refer to our information desk on the first floor.

### **Inter-library loan**

The public library of Bruchsal is affiliated to the inter-library loan service of the Land Baden („Badischer Leihverkehr“). Thus, it is possible to access specialist literature, which is not available in the public library of Bruchsal. Books, which cannot be obtained through the inter-library loan, can be accessed through the national inter-library loan („Fernleihverkehr“).

Charges for „Badischer Leihverkehr“

€ 3,50

Additional charges for „Fernleihverkehr“

€ 5,00

### **Internet**

You'll find Internet in the first floor. Charges for half an hour € 1,--, for 1 hour € 2,--.

### **Loan**

The loan period for books is 4 weeks, for periodicals, CDs, CD-ROMs, cassettes 2 weeks and for DVDs and Videos it is 1 week. Only in exceptional cases, can reference books be borrowed. Generally, the latest issue of newspapers and periodicals cannot be borrowed.

### **Onloans**

We define Onloans as the "Borrowing" of E-Books, E-Papers and E-Audios. You can

download them onto your computer from our online catalogue. Loans and reservations are free of charge. The loan period is preset and expires automatically.

### **OPAC**

(= Online Public Access Catalogue)

This is the name of the computerized working desks, where users can search, renew and reserve media. On the first floor, there are two computer terminals for book searches: just try or ask our staff for help ... it is easy and a lot of fun!

### **Photocopies**

You can photocopy on the first floor.

### **Registration**

You can register at the information desk on the first floor.

You can register on the basis of your identity card. If children and teenagers under 18 want to apply, a signature by a parent or legal guardian is necessary.

The reader receives a library card, which has to be presented when books or other media are borrowed. You can't borrow media without this card. This card is not transmittable.

The reader, not the library, is responsible for damages, which occur due to the loss of the library card.

Changes of address and name have to be announced to the library.

### **Repairs**

Please do not carry them out yourself. The user is responsible for damages due to improper repairs.

### **Renewals**

In case of renewal, we need the number of your library card, which is printed on your card. You can renew by phone, by fax, by e-mail or by writing to us. Provided that they have not been reserved by another reader, all media can be renewed up to two times. Exceptions: Books for Christmas and Easter as well as DVDs.

### **Replacement**

The user has to provide full compensation for the loss or the damage of media. All damages to the borrowed media, also from earlier use, have to be reported. Damages in the sense of the library regulations are all changes, which would not have occurred in case of proper usage and sufficient care, particularly every soiling exceeding normal wear, stains, scratches, tears and breaks, marks, notes and paintings, furthermore torn, corrugated and tangled magnetic tapes, water damages, missing parts of media packages, media sleeves and media wrappers.

### **Requests**

There is a file-card box for purchase suggestions on the first floor.

### **Reservations**

Books and media can be reserved. The reader will be informed as soon as the book/media has been returned. For ten days, it will then be kept for you at the issue desk.

Charges for reservation                    € 1,00

**And finally - have a lot of fun at the Stadtbibliothek Bruchsal.**

## **Library regulations**



**Stadtbibliothek Bruchsal**