

> APPLICATION FORM

☐ Male ☐ Female

Last Name

First Name

Street

Postal code/City

Date of Birth

Phone

E-mail

☐ Please remind me of the due date via e-mail. This service does not replace my obligation to check the dates myself.

I agree with the library conditions and to the fact that my personal information will be stored electronically on the library database.

Date, Signature

.....

For applicants till the age of 18:

Name of parent/legal guardian

.....

☐ My child/ward is authorized to use the internet.

Date, Signature of parent/legal guardian

.....



> CONTACT

Stadtbücherei Öhringen

Untere Torstraße 1
74613 Öhringen

Phone: 07941 68-4200
Fax: 07941 68-4220
Stadtbuecherei@oehringen.de

www.stadtbuecherei-oehringen.de
www.facebook.de/StadtbuechereiOehringen
www.instagram.com/stadtbuechereioehringen

> OPENING HOURS

Tuesday	10 a.m. - 6 p.m.
Wednesday	2 p.m. - 6 p.m.
Thursday	10 a.m. - 6 p.m.
Friday	2 p.m. - 6 p.m.
Saturday	10 a.m. - 1 p.m.



Stadtbücherei
Öhringen

INFORMATION IN ENGLISH

Welcome
to the
Public Library
Öhringen

computer
magazines
Wi-Fi
internet
library
library card
novel
books
lending
reservation
cassettes
author
events
registration
comics
rules
renewal
reading
media
CD
study
guided tour
DVD
movies
print
poet
music
regulations
photocopy
games
Information

> REGISTRATION

In order to obtain a library card you have to show us your identification card and a proof of address. Persons under the age of 16 are required to present a signature of a parent or a legal guardian. Children may get their library card at the age of 5.

> BASIC CHARGES

Borrowing for children and young people under the age of 19 is free. For adults the fees are as follows:

12 months (combi-ticket)	€ 25.00
12 months (only Öhringen)	€ 18.00
3 months (only Öhringen)	€ 7.00

With the combi-ticket you can borrow media in Öhringen and 11 other libraries, e.g. in Heilbronn.

> LOSS OF CARD

If you lose your library card, please contact us immediately, so that we can block it and avoid card misuse. We will charge a replacement fee of € 3.50.

> TERMS OF USE

It is not allowed to lend borrowed items to anyone else.

With a children's card you can only borrow child-specific media.

Please treat the media carefully. The user is held responsible for dirty, damaged or lost media and will need to replace it.

We will charge you a processing fee of € 2.00 to replace a damaged barcode.

Please do not try to repair damaged items yourself.

> LENDING & RENEWAL

If you want to borrow media from our library you always have to show your library card. Users must register all items for loan before removing them from the library. You can use the self-check station where you can choose your preferred language.

Type of media	Loan periods	Renewal	Limit
Books, Comics	4 weeks	twice	unlimited*
Board games	4 weeks	twice	max. 10
Tiptoi, TING	4 weeks	once	max. 1
Bags	4 weeks	twice	max. 3
Magazines	2 weeks	twice	max. 10
CDs	2 weeks	twice	unlimited*
CD-ROMs	2 weeks	twice	unlimited*
Season-media	2 weeks	once	max. 10
E-Book-Reader	2 weeks	once	max. 1
Console games	2 weeks	once	max. 10
DVDs, Blu-rays	1 week	once	max. 10

*Altogether you can borrow 40 media at a time.

To renew your items please ask at the counter, phone or e-mail, or visit our website ("Katalog und Konto"). You can only renew media as long as no-one else has requested it.

At the end of each loan transaction you will receive a receipt indicating the due date. The library also holds material which are for reference only. These items are labelled accordingly. Please note that newspapers and the latest issue of magazines are not for loan as well.

> RESERVATIONS

You can reserve media which are already out on loan. A fee of € 1.00 will be charged for each reservation. A notice will be posted to you when the reserved item becomes available.

> REMINDER FEES

If you pass the due date, you will have to pay a fee of € 0.50 per week and medium. You will receive a reminder in written form which causes additional costs:

1 st reminder	€ 2.00
2 nd reminder	€ 3.50
3 rd reminder	€ 4.50

> USE OF INTERNET

The use of the internet is free of charge. Individual internet sessions last 30 minutes. Simply show us your library card in order to be able to check in. People under the age of 18 need an internet card with a written internet using agreement of their parents or their legal guardian.

The library accepts no liability for the use of the computers or for consequential damages. For safety reasons, the Internet-PCs do not have a facility for downloading. Please do not install programs on our PCs.

The Wi-Fi is free.

It is possible to photocopy and to print in the library. You will have to pay € 0.20 per A4 page and € 0.30 for a colored copy. € 0.30 per A3 page and € 0.40 in color.

> GENERAL PROVISIONS

It is not allowed to bring pets with you. Smoking and consuming food is not permitted in the library building. Bags should be left in lockers. The library is not responsible for any loss of or damage to your personal property. The use of mobile phones is not permitted.