Summary of the statutes concerning the use of the library of Dessau

§ 1
Generalities

(1) The library of Dessau serves the general educational interest, information, education and recreational activities.

(2) The use of the library of Dessau is open to everyone as long as these statutes are taken into consideration.

(3) The management eternines the opening hours of the library which are mentioned on the opening-hours-notice.

§ 2
Relationship when using the library

The user relationship follows the rules of the public right.

§ 3
Registration, user identification card

(1) Against presentation of a valid identity card or passport with a certificate from registration office, the user gets a user identification card.

(2) Minors from the age of 7 years cannot become users of the library unless they have a written permission of their legal representatives. The legal representatives are responsible against the library of Dessau concerning financial and legal concerns of their children.

(3) Thwe user or representative of minor users give their written acceptance of these statutes to the library of Dessau.

(4) Legal persons may not use the library unless up to 3 representatives sign in the name of the legal person.

(5) The user identification card is not transferable and remains property of the city of Dessau.

(6) The user identification card has to be given back as soon as the user becomes excluded of the library of Dessau.

§ 4
Use of the library of Dessau

(1) The acceptance of a user is valid during the concerned year and cannot be extended.
The user identification card has to be shown for each time someone wants to borrow something. It has to be shown to staff at any time this is requested.

After following periods the items have to be given back to the library:

- Books, tapes, datatapes: 4 weeks
- Magazines: 2 weeks
- Videotapes: 1 week

The above mentioned notice can be extended twice (but only if another user has not ordered the concerned item).

The user can also order an item against a fee. Should the items not be available, the user gets a written notice as soon as the items are available again.

The library of Dessau might decide not to borrow certain items or seldom books.

The user must rewind videotapes before giving them back to the library (otherwise he will be charged for rewinding the tape).

Lended media may not be given to 3rd persons.

The borrowed media have to be given back to the library of Dessau in time. Should this not be the case, an extra fee will be charged.

Photographs may only be taken by the library and can be bought. Reproductions need the confirmation of the management of the library of Dessau.

The software of the library can only be used at the own risk of the user. The use of computer readable media happens at the own risk of the user.

When giving back the media, the user should wait for the acceptance of the media by the library staff.

The use of internet is possible (under consideration of the information and communication law of 22. July 1997) and extra charged.

§ 5
Lending items from other libraries

Media not available at the public library of Dessau can be transferred to Dessau from other libraries. The charges related to the orders have to be paid by the user.

Orders for items of other libraries are to be made by using the order forms of the library.
§ 6
Fees

(1) The use of the library of Dessau is free of charge.

(2) When exceeding the above mentioned notices the user will be charged extra.

§ 7
Responsibility of the user

(1) The user has to treat the media in a carefully way.

(2) The user has to check the media before lending them. The library has to be informed as soon as possible in case of loss or damage of the media, extra fees will have to be paid to the library by the user.

(3) It is not allowed to give borrowed media to a third person.

(4) The user may not use the borrowed media for public performances and he is responsible for any claim on this behalf.

(5) The user is responsible in case of loss or not proper use of the user registration card unless the loss has not been noticed to library immediately.

(6) Users having a notifiable illness have to inform the library immediately. The user is not allowed to use the library while a risk of contamination exists. Charges for extra desinfection have to be paid by the user.

§ 8
House rules and behavior at the library of dessau

(1) The management of the library may take disciplinary decisions concerning the use of the library. The users have to follow the staff's instructions. The user has to notice that:
   a. Smoking, eating and drinking is not allowed outside the restricted areas.
   b. Animals are not allowed in the library.
   c. Bags i.e. may not be taken into the library. Losses of keys to the wardrobes and boxes will be charged extra.

(2) No responsibility is taken for lost, damaged or stolen items belonging to the users, including items stored in the wardrobe.

§ 9
Exclusion of the library

Users which violate one of these statutes might temporarily be excluded of further using the library. The management of the library takes all decisions on this behalf.
§ 10
Effective date

These statutes are valid from the day they have been published by the city of Dessau.

Administration charges
- Fees for exceeding lending-notices per media-unit
  for the 1st week 1.00 €
  for each further week plus 1,00 €
Users younger than 18 years are charged 50%.

- Costs for the first reminder are 2.00 € plus fees for exceeding lending notices. Registered reminders of payment are charged 5.00 € extra. Users younger than 18 years are charged 50%.

- Reminders of payment are charged 5.00 € extra.

- The rewinding of videotapes is charged 0.50 € extra.

- In case of damages an extra fee of 5.00 € is charged.

- Repairs of small damages are charged from 1.00 to 3.00 € extra.

- The loss of a user registration card will be charged 3.00 € extra. Users younger than 18 years are charged 50%.

- Extra charge for photocopies of scientific library media (from 1900 to 1945): 0.25 € per DIN-A4 copy and 0.30 € per DIN-A3 copy.

- Media from other libraries:
  Extra charge of 1.50 € per order.

- Preorder fees:
  Each preorder of a media is charged 0.50 € extra.