

## Registration/ Usage

- The **library card** is available in the Munster Library. Upon applying, please show your valid identity card or a certificate of legal residence, respectively.
- **The library card is not transferable.** Any changes in the address or name are to be notified. In case of a premature return of the library card any charges will not be refunded. The Munster Library must be informed without delay about its loss.
- In case of the registration of **children and young people between 6 and 16 years of age**, the written consent of a legal representative is required. Any fees and charges will have to be borne by the legal representative who will also be held responsible in the event of damage.
- By signing the document, you accept the storing of your data.

<b>Library cards</b>	<b>Fees</b>
For 12 months - adults	12.00 €
For 12 months - partner cards: Two cards for adults living in the same household	18.00 €
For 1 month - adults	1.50 €
For 12 months - adults receiving regular benefits as per SGB II and XII regulations, Housing Allowance Law or Asylum Seekers' Benefits Act (burden of proof)	6.00 €
Children and young people up to the completed 18th year of age	free of charges
Pupils, students, trainees, Social Year and Ecological Year volunteers etc. over 18 years (burden of proof)	free of charges
Adults only borrowing children's media	free of charges

Block lending for schools + nursery schools	free of charges
Compensation of a damaged or lost library card	3.00 €

## Lending regulations

### • Lending periods

**Books:** 4 weeks  
**All other media:** 2 weeks  
**Short-term lending:** 3 days in case of new DVDs, 2 weeks in case of Christmas books etc.  
**eMedia:** different time limits

- The number of media to be borrowed at the same time by a user may be limited.
- Please return the borrowed media on time. In case of exceeding the lending period, the return **will be requested twice in writing**. In case the media should not be returned after such request, they will be collected.
- **Charges in case of exceeding the lending period**  
 - per media and per working day:  
 - **Adults** 0.20 €  
 - **Children** 0.10 €  
 - **Additional letter processing fee** 0.60 €  
 - **Collection of borrowed media** 10.00 €
- **Extension:** As a rule, you may extend the lending period up to three times as far as no reservation was made for the medium in question. The extension can be made in person, by phone or via Internet.
- **Reservation:** You can make a reservation regarding an already borrowed medium so that it will be put aside for you when it will be returned.

You will be informed accordingly. In case you want to be informed by e-mail, please let us know.

**Reservation fee** 0.50 €

## Interlibrary lending

Media not forming part of the stock of the Munster Library can usually be provided via interlibrary lending from another library subject to the terms and conditions of the "German Regulations on Interlibrary Lending".

**Interlibrary lending fee per medium** 1.50 €

## Handling of media

- The user is obliged **to handle** the media **with care**. Upon returning, please point out any faulty or damaged media.
- In case of damage or loss of a medium, the user will be liable for compensation. The amount of the **compensation claim** will be based on the respective replacement costs.
- The Town of Munster will not be liable for any damages to playback devices or hard and soft ware, respectively, of the user which were caused by the use of borrowed media.
- The media may not be used for commercial purposes.

## Behaviour / Domiciliary right

- Everybody must behave in the library in such a manner that others are not disturbed. The instructions of the staff must be observed.
- The management may exclude persons from lending who are in arrears with their payment obligations and/or the returning of media.
- The management may impose a limited exclusion with respect to people who do not behave appropriately.

## General information

- The Munster Library is a public institution of the Town of Munster offering opportunities for education and advanced training, entertainment and leisure activities.
- Anyone can become a member of the library.

This flyer is based upon the

### **Statutes and the Statute of Fees of the Town of Munster for the Munster Library.**

The Statutes can be examined in the library and accessed via Internet.

## Internet catalogue and user accounts

The library's **stock of media** can be checked in the catalogue.

- Check of all media
- Inquiry regarding new acquisitions
- Check of eMedia and onward transfer to NBib24.de

### **Your user account at a glance:**

- Control of return dates
- Extension of lending periods
- Check of charges
- Waitlisting of borrowed media

***www.munster.de*** → ***Stadtbücherei*** → ***Katalog***

### **eMedia: eBooks, ePapers, eAudios etc.**

**Online lending** can be accessed via the catalogue of the library or via **www.NBib24.de**. By means of your valid library card, you may download eMedia free of charges and subject to certain lending periods.

*The expressions „reader, user etc.“ likewise include the female version.*

**As at: July 2015**

## Available in the Munster Library

- **Approx. 35.000 media**
  - Books
  - CD-ROMs / Wii / DS / 3DS / PS3 / PS 4
  - Music CDs
  - Audio books
  - DVDs
  - Parlour games
  - Newspapers and magazines
  - eMedia (eBooks, ePapers, eAudios etc.) for downloading via [www.NBib24.de](http://www.NBib24.de)
- **2 public** Internet access points
  - Internet, e-mail, word processing, printer
- **WLAN access point**
- **Reading café:** Tea, coffee and the latest newspapers and magazines
- **Events, readings, exhibitions**
- **Promotion of reading skills**

### Opening hours:

Monday	10:00 – 12:00 15:00 – 18:00
Tuesday	10:00 – 12:00 15:00 – 18:00
Thursday	10:00 – 18:00
Friday	15:00 – 18:00
Saturday	10:00 – 13:00

### **Munster Library**

Friedrich-Heinrich-Platz 20  
29633 Munster  
Phone: 05192/2075

Email: [buecherei@munster.de](mailto:buecherei@munster.de)  
[www.munster.de](http://www.munster.de) → Stadtbücherei

**STADTBÜCHEREI  
MUNSTER** 

(MUNSTER LIBRARY)

## User Information

**Discover new insights – Media and more...**

