

House rules of the library

Every visitor is encouraged to behave in a way that does not disturb other users of the library or it's overall running.

Smoking and drinking is not permitted in the library. Animals are not allowed in the library

Instructions of the library staff have to be followed.

Readers who break the rules of the library may be excluded from further use of the library.

We hope that you enjoy reading and browsing in our Library. The library staff will endeavor to support you with any of your queries.

We are happy to receive any of your suggestions, wishes and concerns

Your Library Team

Wolfratshausen, August 2015



Wolfratshausen:

Mo: closed
Tue: 10 a.m till 1 p.m.
Wed: 10 a.m till 1 p.m./ 4 p.m till 6 p.m.
Thu: 10 a.m till 1 p.m.
Fri: 10 a.m till 6 p.m.
Sat: 10 a.m till 12 p.m.



Waldram

Mo: closed
Tue: 9 a.m till 1 p.m./ 4 p.m. till 6 p.m.
Wed: closed
Thu: 9 a.m till 1 p.m./ 4 p.m. till 6 p.m.
Fri: closed
Sat: 10 a.m till 12 p.m.



To borrow E-books...it is possible 24/7:
www.leo-sued.de



User Guide

**Library of the town of
Wolfratshausen**

Head Librarian: Silke Vogel

Stadtbücherei Wolfratshausen

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Zweigstelle Waldram

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Stadtbücherei Wolfratshausen

The Library is a public institution of the Town of Wolfratshausen. It is a media centre, cultural meeting place and provides advice regarding questions relating to literature, information, education, leisure activities and entertainment.

Promoting the reading skills of children and young people is one of the most important endeavours of the library.

The library offers a great selection of literature, magazines, games, DVDs, CDs and so on.

Fees and Terms of use are laid down in the guideline document of the town of Wolfratshausen.

Registration

In order to register for membership you need a valid ID document. After Registration you will receive a library card which entitles you to borrow items from the library in Wolfratshausen and its branch in Waldram. Children and young people under the age of 18 need a signature of their parents/ guardians in order to join the library.

By providing a signature and getting a library card you indicate your acceptance of the terms and conditions and fee structure of the library.

The library card is non-transferable and has to be handed in on cancellation of membership.

The owner of the library card is liable for any misuse of card.

Fees

All fees payable for using the library are laid out in the attached table.

If you do not return any borrowed item on time, a late fee is payable without extra written reminder.

Duration of lending period

Books and language courses	4 weeks
Magazines and DVDs	1 week
All other items	2 weeks

Renewal

Any user of the library can renew all items twice, as long as a prior reservation for an item has not been made.

In Order to renew an item the user has to either: attend the library with his/ her library card or guest pass; call the library send an email or apply for a renewal through his/her user account in the online catalogue.

Access to items not directly available in the library

Professional publications or magazine articles which are not part of the permanent stock of the library can be accessed through the library's long-distance-borrowing system, in accordance with the guidelines relating to this.

Handling of borrowed items/ liability

Please treat any borrowed items with care. You are liable for any damages or losses. Please inform us immediately of any damages and do not attempt to carry out any repairs yourself.

Games will be checked that they're intact on return to the library. Please check, before returning a game that it's complete with all the parts. It is not permitted to pass on any item to third parties.

Liability

The library does not accept liability for any damages resulting from the use of audio-visual media and IT devices.

Please check the system capability of CDs and DVDs before use.

Internet

For research on the internet in both libraries public internet access is available.

E-books, e-audio, e-papers/magazines

You can access the download service of LEO-SUED-ONLEIHE around the clock at no extra cost through the internet portal www.leo-sued.de