

# KARLSRUHE CITY LIBRARY TERMS OF USE

English

## GENERAL INFORMATION

The City Library is a public institution of the City of Karlsruhe. As a media centre, it serves to provide information for general education purposes, vocational training and recreational activities.

## 1. REGISTRATION | LIBRARY CARD

During opening hours, Karlsruhe City Library's services are available to the Karlsruhe residents. If you are working in Karlsruhe or going to school or university here or if you live in close proximity to the city, you are also welcome to use the library.

In order to register, you need a valid official identity card. If your address is not indicated on the document, you need to present additional written confirmation from the registration office. Changes of names and address must be notified immediately.

Each registered person receives a library card issued in his or her own name. The library card is not transferable.

By signing the library card, the person to be registered accepts Karlsruhe City Library's terms of use. In accordance with the current legal data protection provisions, personal details are stored electronically and will only be used for internal library purposes. For young people under 18, a parent has to sign the library card. Loss of the library card is to be reported immediately to the City Library. Should the holder not comply with this obligation, he or she will be held liable for any cost arising therefrom.

## 2. LOANS

You can only borrow media upon presentation of a valid library card.

Loan periods are as follows:

a) 4 weeks for books, language courses, games, hiking maps, music and literature CDs, e-book readers and so on

b) 2 or 4 weeks for magazines

The current issue is not available for loan

c) 2 or 4 weeks for CD ROMS, CDs, DVDs und Blu-ray discs.

Regulations may vary for different loan desks.

The library user is obliged to take note of the currently valid loan periods indicated on the receipt voucher handed out with each item borrowed.

In Germany, computer games, DVDs and Blu-ray discs can be borrowed according to age limit determined by legal authorities. E-book readers are only intended for borrowing media from Karlsruhe City Library's virtual media database, 'Onleihe'. The terms and conditions for such loans are laid down in a specific contract.

The loan period for all kind of media can be extended in the library, by phone or online by indicating the library card number, provided that no other library user requires the item or unless this is not possible for internal technical reasons. The library staff can reserve a borrowed item for you (for charges see section 5). Notifications via e-mail are free of charge.

Renewing, reservations and access to your account details is possible on [www.stadtbibliothek-karlsruhe.de](http://www.stadtbibliothek-karlsruhe.de).

Library users are not permitted to pass on borrowed media to anyone else.

Karlsruhe City Library shall not be liable for any damages to devices that may result from the use of library-owned media (cassettes, DVDs, Blu-ray discs, CDs and other information or data storage media).

### 3. CARE | LIABILITY

The library user is responsible for careful treatment of borrowed media and for returning them by the date they are due back. In case of damages or loss of media, the user has to pay compensation as determined by the City Library.

### 4. FEES

The use of the media on library premises is free of charge. For the borrowing of media, the City Library charges the following fees:

1. Single library card, annually **€ 19** Entitles the user to borrow all kinds of media
2. Entitlement to concessionary rate of **€ 12.50** annually (Students, apprentices, senior citizens, severely disabled persons, persons with a Karlsruhe bonus card, welfare benefits recipients according to the German Social Code) upon presentation of a valid certificate
3. 3-month library card **€ 7**
4. Young people under 18 can receive a library card free  
For the borrowing of DVDs and Blu-ray discs, the library charges an additional fee of **€ 5** annually  
(This fee does not apply to holders of a Karlsruhe bonus card)

5. Institutions (such as schools and kindergarten) get free library cards for their purposes except for DVDs and Blu-ray discs

The appropriate fees are charged annually from the date of registration. The annual fee permits the borrowing of the above items at any Karlsruhe City Library loan desk. The annual fee permits the borrowing of any media including e-media and e-learning.

### 5. ADMINISTRATIVE COSTS

1. A postal charge of **€ 0.60** is made for each notification about reserved items
2. Issuing of a replacement library card (in case of loss)  
Adults **€ 5**, young people under 18 **€ 3**
3. Repair costs for minor damage to items **€ 3**
4. Damaged or non-returned DVD, Blu-ray Discs or CD cases have to be replaced

### 6. LATE RETURN FINES

In case of expiry of the loan period, the borrower may incur the following fines:

- a) for all media except DVDs and Blu-ray Discs **€ 0.30** per item per day
- b) DVDs and Blu-ray Discs **€ 1** per item and day
- c) E-book readers **€ 2** per day

In addition to the fines charged for overdue items, the borrower may incur the following charges:

First reminder **€ 2.50**

Second reminder **€ 3**

Third reminder **€ 4**

For non-returned or lost media, for which a fine is charged, the City Library will also charge administrative costs of € 5; for magazines € 1. Fines charged for overdue items are to be paid even if the borrower did not receive any reminder. In case of delayed return of DVDs and Blu-ray Discs, only one reminder will be sent. The total cost of the media and all other costs will then be charged. If media for which fines have been charged are returned, only the replacement costs will be waived or, if already paid, refunded.

## 7. EXCLUSION

Anyone violating the City Library's terms of use may be prohibited from borrowing any media. Exclusion will apply in all cases of non-return of media. Library users will not be excluded if they report the loss of media in time and bear the costs incurred by the loss.

## 8. USE OF THE PREMISES

The library accepts no liability for articles or clothing deposited. Smoking and drinking alcohol is not allowed in the libraries. Library users are kindly asked to turn off their mobile phones. The library's internal regulations do also apply. Anyone violating the respective internal regulations may be banned from entering the library.

## 9. INTERNET ACCESS

With a valid library card, access to the internet is available at fixed workstations. In some facilities, it is possible to use KA-WLAN. You will find instructions on how to use KA-WLAN on [www.ka-wlan.de](http://www.ka-wlan.de).

**Karlsruhe, January 2017**  
**The Mayor**

You can find comprehensive information on all of the City Library's services on [www.stadtbibliothek-karlsruhe.de](http://www.stadtbibliothek-karlsruhe.de).

## LIBRARY REGULATIONS

According to § 8 of the Karlsruhe City Library's terms of use, the following regulations apply from 1 January 2017:

- On City Library premises, users should not behave in any way which would disturb, hinder, bother or endanger other library users. Library staff administer the regulations. All users must obey their instructions.
- Consumption of food and open drinks is only permitted in the Reading Café on the ground floor. The alcohol and smoking ban which applies throughout the premises must be observed.
- We request that you refrain from using mobile phones.
- Advertisements, event programmes and posters may only be displayed by members of staff whose prior consent is required.
- The library accepts no liability for clothes, bags, other objects or valuables deposited.
- Except for guide dogs accompanying visually impaired people, animals are not permitted on library premises.
- Lockers are provided for depositing bags and similar items. The lockers can only be used during opening hours. Locker keys are not to be taken out of the library when leaving the building. If a key is lost, the user must pay for a replacement lock. Lockers must be emptied after use of the library is completed and in any event by closing time each day. After closing time, the City Library is entitled to open the lockers and take out items deposited. Unclaimed or non-collected items will be considered as lost items.
- In order to minimise the risk of accidents, bicycles, roller-blades, skateboards and similar objects are not permitted within the library.
- The toilet facilities are exclusively reserved for library users.

- It is not permitted to leave bicycles on the pavement or against the building's walls. There are cycle racks in Ständehausstraße for this purpose.
- Anyone violating the regulations may be expelled from the library and banned from borrowing media from the library.

## THE MEDIA BUS

**Stupferich** Monday  
Town Hall 1:30 p. m. to 2:30 p. m.

**Hohenwettersbach** Monday  
Town Hall 3 p. m. to 4:15 p. m.

**Beierthim** Monday  
Marie-Alexandra-Straße 4:45 p. m. to 5:30 p. m.

**Grünwinkel** Tuesday  
corner of Heidenstückerweg/  
Bernsteinstraße 1:30 p. m. to 2:30 p. m.

**Rheinstrandsiedlung** Tuesday  
Pappelallee 2:45 p. m. to 3:30 p. m.

**Daxlanden** Tuesday  
Pfalzstraße, next to the school 3:45 p. m. to 4:30 p. m.

**Nordstadt** Tuesday  
Rhode-Island-Allee 5 p. m. to 6 p. m.

**Rintheim** Wednesday  
corner of Hirtenweg/  
Mannheimer Straße 1:30 p. m. to 2:30 p. m.

**Rüppurr** Wednesday  
Tulpenstraße 3 p. m. to 4:15 p. m.  
Rastatter Straße 4:30 p. m. to 5:30 p. m.

**Grünwettersbach** Thursday  
Heinz-Barth-Schule,  
Esslinger Straße 12:30 p. m. to 2 p. m.

**Palmbach** Thursday  
Talstraße 12:30 p. m. to 2 p. m.

**Nordweststadt** Thursday  
Landauer Straße 4 p. m. to 5:30 p. m.

**Weierfeld/Dammerstock** Friday  
corner of Links der Alb/  
Belchenstraße 1:30 p. m. to 3 p. m.

**Oberreut** Friday  
Rudolf-Breitscheid-Straße 3:30 p. m. to 4:30 p. m.

**Bulach** Friday  
St. Georg-Straße 4:45 p. m. to 5:30 p. m.

## ADDRESSES AND OPENING HOURS

### CITY LIBRARY IN NEUES STÄNDEHAUS

Ständehausstraße 2, 76133 Karlsruhe  
Telephone: +49 (0)721 133-4249 or -4250  
Telephone Office: +49 (0)721 133-4201  
E-mail: [stadtbibliothek@kultur.karlsruhe.de](mailto:stadtbibliothek@kultur.karlsruhe.de)  
Closed on Mondays  
Tuesday to Friday 10 a. m. to 6:30 p. m.  
Saturday 10 a. m. to 2 p. m.

### KINDER- UND JUGENDBIBLIOTHEK (CHILDREN'S AND YOUNG PEOPLE'S LIBRARY)

Karlstraße 10, Prinz-Max-Palais, 76133 Karlsruhe, Telephone:  
+49 (0)721 133-4262  
E-mail: [jugendbibliothek@kultur.karlsruhe.de](mailto:jugendbibliothek@kultur.karlsruhe.de)  
Closed on Mondays  
Tuesday to Friday 10 a. m. to 6:30 p. m.  
Saturday 10 a. m. to 2 p. m.

### **STADTTEILBIBLIOTHEK DURLACH (DURLACH DISTRICT LIBRARY)**

Pfintzalstraße 9, Karlsburg, 76227 Karlsruhe  
 Telephone: +49 (0)721 133-4265 or -4266  
 E-mail: bibliothek-durlach@kultur.karlsruhe.de  
 Monday, Tuesday and Thursday 2 p. m. to 6 p. m.  
 Wednesday 10 a. m. to 2 p. m., Friday 1 p. m. to 6 p. m.  
 Saturday (once a month) 10 a. m. to 2 p. m.

### **STADTTEILBIBLIOTHEK GRÖTZINGEN (GRÖTZINGEN DISTRICT LIBRARY)**

Niddastraße 6, 76229 Karlsruhe  
 Telephone: +49 (0)721 463019  
 E-mail: bibliothek-groetzingen@kultur.karlsruhe.de  
 Monday, Tuesday and Friday 2 p. m. to 6 p. m.  
 Closed on Wednesdays  
 Thursday 10 a. m. to 12 p. m. and 2 p. m. to 6 p. m.

### **STADTTEILBIBLIOTHEK MÜHLBURG (MÜHLBURG DISTRICT LIBRARY)**

Rheinstraße 95, 76185 Karlsruhe  
 Telephone: +49 (0)721 133-4270  
 E-mail: bibliothek-muehlburg@kultur.karlsruhe.de  
 Monday 1 p. m. to 6 p. m.  
 Tuesday and Friday 2 p. m. to 6 p. m.  
 Wednesday 10 a. m. to 3 p. m.  
 Closed on Thursdays

### **STADTTEILBIBLIOTHEK NEUREUT (NEUREUT DISTRICT LIBRARY)**

Rubensstraße 21 (Badnerlandhalle), 76149 Karlsruhe  
 Telephone: +49 (0)721 7818976  
 E-mail: bibliothek-neureut@kultur.karlsruhe.de  
 Monday and Tuesday 2 p. m. to 6 p. m.  
 Wednesday 1 p. m. to 6 p. m.  
 Closed on Thursdays  
 Friday 10 a. m. to 12 p. m. and 2 p. m. to 5 p. m.

### **STADTTEILBIBLIOTHEK WALDSTADT (WALDSTADT DISTRICT LIBRARY)**

Neisser Straße 12, 76139 Karlsruhe  
 Telephone: +49 (0)721 67673  
 E-mail: bibliothek-waldstadt@kultur.karlsruhe.de  
 Monday, Tuesday and Friday 2 p. m. to 6 p. m.  
 Wednesday 10 a. m. to 12 p. m. and 2 p. m. to 6 p. m.  
 Thursday 1 p. m. to 5 p. m.

### **AMERIKANISCHE BIBLIOTHEK (AMERICAN LIBRARY)**

Kanalweg 52 (Smiley Barracks), 76149 Karlsruhe  
 Telephone: +49 (0)721 72752  
 E-mail: bibliothek-amerika@kultur.karlsruhe.de  
 Closed on Mondays  
 Tuesday to Friday 2 p. m. to 6 p. m.  
 Wednesday 10 a. m. to 12 p. m. and 2 p. m. to 6 p. m.  
 Saturday 10 a. m. to 2 p. m.

### **THE MEDIA BUS**

Markgrafenstraße 14, 76131 Karlsruhe  
 Telephone: +49 (0)721 133-4275  
 Mobile phone: +49 (0)151 29206289  
 E-mail: medienbus@kultur.karlsruhe.de  
 Timetable: see [www.stadtbibliothek-karlsruhe.de](http://www.stadtbibliothek-karlsruhe.de)

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