

Ludwigshafen Public Library
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As at: February 2016

Photo: Joachim Werkmeister



Regulations for Use

Ludwigshafen Public Library

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Regulations for Use

of the Ludwigshafen am Rhein Public Library

valid as from 10.05.2004 and in the amended version as from 02.07.2007

1. General

1.1 The Ludwigshafen Public Library is a public cultural institution of the City of Ludwigshafen am Rhein. By providing access to various types of materials (e.g. books, journals, audio-visual media), it provides facilities for general educational interest, formal education, training, advanced and continuing education and also information and leisure services. The library also promotes art, culture and education through exhibitions, concerts and children's theatre. The library therefore operates exclusively and directly for the public benefit within the meaning of Section A, no. 3 (promotion of cultural aims) and no. 4 (promotion of education and adult/professional education) in Annex 1, Section 48, para. 2 of the EstDV (German Income Tax Code).

The Ludwigshafen Public Library is a non-profit-making institution and it is not primarily engaged in pursuing its own commercial interests. The organisation's funds may only be used for the purposes named in the above sentences 1-4. No individual may benefit from expenditures that are not related to the purposes of the public body, or through inappropriately high allowances.

1.2 Within the framework of these user regulations, all residents of the City of Ludwigshafen and the surrounding area are permitted to use the library.

1.3 The Ludwigshafen Public Library/user relationship is governed by private law.

1.4 Fees paid for using the library and its special services and fines for contravening these user regulations are, in their respective valid form, laid down in a schedule of fees and fines which forms part of these user regulations.

1.5 Specifically, the head of library may stipulate special provisions.

2. Joining the library, the library user card

- 2.1 To join the library, the applicant must attend in person and provide evidence of a valid personal identity document, or a passport issued by the Federal Republic of Germany, or alternatively a foreign passport - the latter must be presented in conjunction with a proof of residency certificate provided by the police.
- 2.2 Children aged 16 years and under wishing to join the library require a letter of consent from a parent or legal guardian. The parent or legal guardian thereby acknowledges the regulations for use and undertakes to assume liability for loss or damage to library materials and for the settlement of any fees, charges or fines.
- 2.3 Authorities, companies and other legal persons should register by means of a written application for the person(s) entitled to represent them and lodge up to three signatures of authorised representatives who will safeguard library usage on behalf of the applicant.
- 2.4 The user will be issued with a library card. Library cards issued in accordance with point 2.3 of these user regulations will be kept in the library and may only be used by the persons authorised to represent the respective organisations.
- 2.5 He/she must sign to confirm acceptance of the user regulations.
- 2.6 By accepting the user regulations, the user automatically agrees to his/her personal data being stored electronically. This data will be processed in accordance with the prevailing data protection regulations.
- 2.7 The library card remains the property of the Ludwigshafen Public Library and is not transferable. It must be handed back should the library have grounds to demand its return, or if the conditions for its use are no longer being fulfilled.
- 2.8 Any changes to name and/or address must be notified promptly to the library and the documents referred to in paragraph 1 must be presented. A charge will be levied if the library is obliged to undertake a name and address search.

- 2.9 The library card should be kept in a safe place. Loss of the card must be reported to the library immediately. The registered user is liable for damage to the library card (even if this is caused by third parties), even if he/she is not at fault.
- 2.10 A charge will be levied for the issue of a new library card as a replacement for the lost or damaged one. Further details can be found under the fee regulations section.

3. Lending

- 3.1 All materials may be borrowed with the exception of reference stock. In individual cases, the head of library may stipulate restrictions.
- 3.2 Library materials will be loaned on presentation of a library card. Library staff are not obliged to verify whether the library card is being used legitimately by the person presenting it.
- 3.3 With computerised facilities, the loan of materials is documented on a computer printout which shows the relevant return period. This is then handed to the user.
- 3.4 The lending period is generally 4 weeks; however, the head of library can stipulate shorter borrowing periods, particularly for journals and audio-visual media. These are displayed on a notice in the library.
- 3.5 Before a lending period elapses, it can generally be extended on two occasions through a renewal request, provided that no reservation has been placed on that item by another user. The head of library may stipulate exceptions to this. These are displayed on a notice in the library. The renewal period commences on the day the renewal is requested.
- 3.6 Borrowed materials can generally be reserved on request for a fee. The head of library may stipulate exceptions to this. These are displayed on a notice in the library.

- 3.7 The number of items that can be borrowed simultaneously on one library card is subject to a limit; details are displayed separately on a notice for each individual type of material. In addition, the head of library may stipulate exceptional regulations.
- 3.8 Borrowed items may not be passed to third parties.
- 3.9 Borrowed items must be returned unrequested to the lending point at the latest on the day the loan period elapses. The library is not obliged to request return of the borrowed items in writing.
- 3.10 Minors are only eligible to borrow video cassettes that are approved for their age. This is determined by the age approval rating assigned by the German FSK (voluntary self-regulation organisation of the film industry) in accordance with the German law for the protection of youth.
- 3.11 Videos must be rewound before being returned. Failure to do this will incur a charge.

4. Late return, recall of overdue items

- 4.1 If the lending period is exceeded, a late return fine must be paid, regardless of whether a written reminder has been sent or not. Where a written reminder has been sent, the cost of postage will be charged to the borrower.
- 4.2 Receipts will be issued for payments of any kind. In the case of complaints, these receipts must be submitted.
- 4.3 Non-returned items, late return fines and other claims will be recouped through legal channels at the expense of the person responsible. The place of jurisdiction and performance is Ludwigshafen am Rhein.

5. Care and handling of library materials, liability, compensation for damage

- 5.1 Before any item is loaned, the user should check it for visible damage. Any damage identified should be reported to the library.

- 5.2 The borrowed items should be treated with care and safeguarded from alteration, soiling and damage. In particular, writing on pages or marking/underlining in books is considered to constitute damage.
- 5.3 Loss of the items or damage to these must be notified to the library immediately. Rectifying damage oneself or arranging for this to be done is prohibited.
- 5.4 The user is liable to pay compensation for damage to borrowed materials or loss of these, even if he/she is not at fault.
- 5.5 The method and extent of the compensation is at the discretion of the library. In the event of damage, claims for compensation are calculated according to the cost of restoration or the reduction in value; in the event of loss, they are calculated according to the replacement value. In addition, a charge will be levied for the processing work incurred by the library in replacing the copy.
- 5.6 Users are liable for observing the statutory provisions of copyright law.
- 5.7 The library is not liable for damage arising from the use of the borrowed items.

6. Behaviour in the library, property rights

- 6.1 Library users are required to behave in a manner that does not disturb other users or restrict their usage of the library.
- 6.2 Smoking, eating and drinking is not permitted in the library, nor are the premises to be used for social gatherings, advertising purposes or engaging in the sale of goods. Animals may not be brought into the library.
- 6.3 During visits to the library, bags and other carrying items must always be stored in the lockers provided for this purpose. Library staff are authorised to check bags should it be deemed necessary.

- 6.4 The library does not accept liability for loss or theft of items belonging to users, or damage to these. This applies also to items that go missing from bag lockers.
- 6.5 Employees of the Ludwigshafen Public Library are authorised to request users to present their library card or, if the situation requires, an official ID card.
- 6.6 The head of library, or the library staff members duly authorised, may exercise the right to request library users to leave the premises. Instructions from staff must be followed.

7. Suspension from access to the library

- 7.1 Persons who seriously or repeatedly violate these user regulations may be banned from using the library for a limited time or permanently.
- 7.2 Users who have accounts outstanding with the Ludwigshafen Public Library in the value of € 5 or more are barred from borrowing any other items until such time as the account is settled.

8. Effective date

These regulations for use are effective immediately; concurrently, the regulations for use dated 11.11.2002 cease to be effective.

Ludwigshafen am Rhein

In accordance with the City Council resolution dated 15.7.1996 / 22.10.2001 / 28.10.2002 / 10.05.2004 / 2.7.2007

Annex to the Regulations for Use of the Ludwigshafen Public Library

As at: 01.02.2016

Type of Material	Maximum no. of items that can be borrowed simultaneously: 50	Lending period	Renewal
Books	50	4 weeks	twice
Bestsellers	5	2 weeks	not possible
Individual copies of adult's journals	50	2 weeks	not possible
Individual copies of children's journals	50	4 weeks	not possible
CD-ROMs and software on DVD	10	4 weeks	twice
Printed music	50	4 weeks	twice
Music CDs	20	4 weeks	twice
Audiobooks (CDs)	20	4 weeks	twice
Children's CDs	20	4 weeks	twice
Children's cassettes	5	4 weeks	twice
Feature films, children's and teens' films	5	1 week	not possible
Documentary and musical films	10	4 weeks	twice
Children's documentary films	5	4 weeks	twice
Language learning courses on CD, DVD, cassette	10 sets	4 weeks	twice
Games	5	4 weeks	twice
Console games	5	4 weeks	not possible
Ebook reader	1	2 weeks	not possible

Renewal period	Reservation fee € 1	Additional fee for loan	Additional late return fine
4 weeks each time	possible	none	none
-	not possible	€ 2 per copy	none
-	possible	none	none
-	possible	none	none
4 weeks each time	possible	€ 1 per copy	none
4 weeks each time	possible	none	none
4 weeks each time	possible	none	none
4 weeks each time	possible	none	none
4 weeks each time	possible	none	none
4 weeks each time	possible	none	none
4 weeks each time	possible	none	none
-	possible	€ 1 per copy	€ 1 per copy per day
4 weeks each time	possible	none	none
4 weeks each time	possible	none	none
4 weeks each time	possible	none	none
4 weeks each time	possible	none	none
-	not possible	€ 1	none
-	not possible	€ 2	€ 1 per day

Addendum to the Regulations for Use of the Ludwigshafen Public Library

Metropol Card

The Metropol Card is a user card entitling the user to make use of the facilities of both Ludwigshafen and Mannheim Public Libraries. Where applicable, it is possible to extend usage to other libraries in the metropolitan area. The decision to accept further libraries into the sphere of the Metropol Card is made by mutual agreement between the participating libraries.

The Metropol Card is issued to adults under the following conditions:

- Persons who are not registered as a member at any of the participating libraries and who wish to use the Metropol Card should register with one of the participating libraries under the conditions of that library. They will receive a Metropol Card instead of a standard library card.
- By signing the Metropol Card, the holder accepts the user regulations and fees and fines regulations for all participating libraries and also accepts this addendum.
- A fee/charge is levied for the Metropol Card. The card is valid for 1 year from each date of payment. A charge or fee is also levied for issuing a replacement Metropol Card (e.g. in the event of loss). Further details can be found under the regulations for charges and fines.
- When using the Metropol Card for the first time in another library, it is necessary to register as a new user (or re-register) in each participating library by presenting a personal ID card or a passport with proof of residence. In order to make reciprocal checks on the validity of a Metropol Card in participating libraries, it is necessary to carry out an account check in the other library's system.
- If a holder of a valid library card for one or more of the participating libraries wishes to use the Metropol Card, the longest validity shown on any of the library cards will be applicable.

- The individual library cards for the participating libraries cease to be valid if a Metropol Card is issued, and they are withdrawn by the library issuing the Metropol Card. Reverting to a card for a single library will lead to the Metropol Card being withdrawn.
- In addition, the user conditions for the individual libraries remain binding when using the Metropol Card in its respective valid form. Different regulations for lending periods, charges/fees/fines etc. should be taken into account. For example, it is only possible to return borrowed items to the original lending library; inter-library loan or return transport cannot be undertaken. Data administration for each library continues to operate independently of the others so that, for example, renewal requests should be directed to each library individually, or if using the self-service functions of the online catalogues (OPACs), searches should be made on each library's account.

Ludwigshafen am Rhein,

In accordance with the City Council resolution dated 15.07.1996 / 28.10.2002 / 10.05.2004 / 02.07.2007



One for all: the Metropol Card!

Fee regulations for the Ludwigshafen Public Library

Resolution of the City Council dated 05.03.2012 with effect from 01.04.2012

1. General user fee for adults		
a) Annual fee (valid 1 year from payment)	€ 15.00	
b) Fee for single use per item (trial price)	€ 1.50	
c) Annual fee for the Metropol Card (valid 1 year from payment)	€ 20.00	
(Additional fees for feature film videos, children's and teens' videos as well as CD-ROMs, DVDs, see point 10 a), for bestsellers see point 11)		
2. Late return fee, per unit item if exceeding the lending period by		
	Adults	Children ¹
1 - 14 calendar days	€ 1.00	€ 0.25
15 - 21 calendar days	€ 2.00	€ 0.50
from the 22nd calendar day	€ 3.00	€ 0.75
From the 22nd calendar day after the lending period has elapsed, a request for payment will be issued.		
Postage costs for any written reminders will also be charged on. (Overdue videos and DVDs are subject to additional overdue charges according to 10 b)		
3. Collection via messenger of non-returned items after unsuccessful request for payment, additional cost per trip	€ 6.00	
4. Claims for compensation are calculated according to the cost of restoration or the reduction in value; in the event of loss, they are calculated according to the replacement value		

5. A flat fee will be levied for the processing work incurred by the library in replacing the copy, per unit item	€ 4.00	
6. Issue of a replacement library card (in the event of loss or non-accidental damage) or a replacement Metropol Card	Adults € 6.00	Children ¹ € 2.00
7. Name and address search in the event of changes not reported to the library, per search	€ 3.00	
8. Mailing of documents, per dispatch	€ 1.00	
9. Reservation, per unit item	Adults € 1.00	Children ¹ € 0.50
10. Additional fees for the use of non-book media		
a) additional fee for borrowing feature film videos, children's and teens' videos, CD-ROMs, DVDs, per unit item	€ 1.00	
b) Late return fine for the overdue return of videos and DVDs (additional to point 2) per item and per library opening day	€ 1.00	
c) Rewind charge, per video	€ 1.00	
11. Bestsellers Additional fee for loan ,per unit item	€ 2.00	
12. Request through LITexpress service, per unit item (standard regional fee)	€ 2.50	
13. E-book reader Fee for borrowing a device	€ 2.00	

¹Children 16 years and under

Other charges and regulations

Usage of the Internet / Wi-Fi

Library members may use the Internet workstations and the wireless networking facility. Before using these facilities for the first time, the member is required to accept the terms of use for the Internet/Wi-Fi by signature. These are an extension to the user regulations for the Ludwigshafen Public Library, which are also explicitly accepted through this signature.

Children and young people between the age of 8 and 18 require a declaration of consent from a parent or legal guardian. Children under 8 years are not permitted to use the Internet/Wi-Fi (exception: as part of an organised event).

Holders of a valid library card (including trial card):

Internet 1 hour per day free of charge

Wi-Fi 2 hours per day free of charge

Copies or printouts

black and white: € 0.10 per sheet

colour: € 0.50 per sheet



Addresses and opening hours

Central Library

Adult Library

Tue - Thu 10:00-19:00

Sat 10:00-15:00

Information desk: 0621 504 2601

Renewals: 0621 504 2611

Registration: 0621 504 2600

Administration: 0621 504 2617

Head of library: 0621 504 3533

Email: stadtbibliothek@ludwigshafen.de

www.ludwigshafen.de/stadtbibliothek

Online catalogue: <http://bibliothek-katalog.ludwigshafen.de/webopac>

Children's Library

in the Bürgermeister-Ludwig-Reichert-Building

Tue - Fri 10:00-19:00

Sat 10:00-15:00

Telephone: 0621 504 2603

Branch libraries

Edigheim

Bürgermeister-Fries-Str. 14
67069 Ludwigshafen

Telephone: 0621 504 2590

Email: stadtbibliothek.edigheim@ludwigshafen.de

Opening hours:

Wed 10:00-12:00 and 13:00-18:00

Fri 10:00-12:00 and 13:00-17:00

Friesenheim

Spatenstr. 15
67063 Ludwigshafen

Telephone: 0621 504 2589

Email: stadtbibliothek.friesenheim@ludwigshafen.de

Opening hours:

Wed 10:00-12:00 and 13:00-18:00

Fri 10:00-12:00 and 13:00-17:00

Gartenstadt

Königsbacher Str. 14
67067 Ludwigshafen

Telephone: 0621 504 2588

Email: stadtbibliothek.gartenstadt@ludwigshafen.de

Opening hours:

Tue 10:00-12:00 and 13:00-18:00

Thu 10:00-12:00 and 13:00-17:00

Mundenheim

Saarlandstr. 1
67061 Ludwigshafen

Telephone: 0621 572129

Email: stadtbibliothek.mundenheim@ludwigshafen.de

Opening hours:

Tue 10:00-12:00 and 13:00-17:00

Thu 10:00-12:00 and 13:00-18:00

Oggersheim

Schillerstr. 6
67071 Ludwigshafen

Telephone: 0621 6717421

Email: stadtbibliothek.oggersheim@ludwigshafen.de

Opening hours:

Wed 10:00-12:00 and 13:00-18:00

Fri 10:00-12:00 and 13:00-17:00

Oppau

Edigheimer Str. 34-36
67069 Ludwigshafen

Telephone: 0621 504 2585

Email: stadtbibliothek.oppau@ludwigshafen.de

Opening hours:

Tue 10:00-12:00 and 13:00-18:00

Thu 10:00-12:00 and 13:00-17:00

Rheingönheim

Hilgundstr. 20
67067 Ludwigshafen

Telephone: 0621 5494987

Email: stadtbibliothek.rheingoenheim@ludwigshafen.de

Opening hours:

Tue 10:00-12:00 and 13:00-18:00

Thu 10:00-12:00 and 13:00-17:00

Ruchheim

Fußgönheimer Str. 13
67071 Ludwigshafen

Telephone: 06237 590368

Email: stadtbibliothek.ruchheim@ludwigshafen.de

Opening hours:

Wed 10:00-12:00 and 13:00-18:00

Fri 10:00-12:00 and 13:00-17:00

 **Notes**