Please be aware of the following regulations,

§ 1 General
1. The city library is a public cultural and educational institution of the city of Fürstenwalde. Everyone in the community can make use of the available information.

2. The Fürstenwalde city library offers a wide range of books and other printed material, as well as films, audio and other types of media for information, education and entertainment purposes.

The library supports cultural institutions with a special stock.

To register, users need a valid identity card or an equal verification of their registered address. Users agree that their data will be retained for loan proceedings and statistics.

3. Minors between 7 and 16 years of age need a written consent from their legal guardians in order to register. By signing, guardians agree to compensation in case of a claim.

4. The library card remains city library property and is not transferable. The card is valid for one year upon payment. The library must be informed of loss or change of address. To get a new card a fee will be charged.

5. People receiving social benefits must not pay a user’s fee. However, they need to show a certificate from the responsible authority.

Make sure to pay the correct amount; refunds are not possible.

How to borrow
1. The loan periods are:
   - 4 weeks: books, maps, games
   - 2 weeks: newspapers, magazines, tapes, CDS, CD-ROMs
   - 1 week: videos, DVDs, Blu-rays

2. When you borrow an item, always check the return date. If you do not return the item on time, you must pay a reminder fee. This fee comes in addition to an overdue notice. Under special circumstances and other exceptional cases we can waive some or all charges.

3. You can extend the loan period up to two times as long as there is no request by another user.

4. You can reserve items that are not available for a small fee.

5. Some collections are not for loan because of their value or because they consist of reference works.

6. You can also borrow books from another library through interlibrary loan. If you borrow books via interlibrary loan you automatically accept the guidelines of the lending library. You must pay a fee for the service and shipping and/or copying services.

7. You can use our copying machine and printer in return for a fee (per page). Users are to comply to copyright law. They are personally responsible for any violations.

8. If you want to use the Internet with our computers you need to be registered and obey our Internet regulations. In case of misuse – in particular violating valid statutory laws – the library may exclude you from any further Internet use.

9. Videos have to be rewound. Failure to do so will result in paying a fee.

How to treat items; damage, loss
1. Treat items as if they were your own: carefully and gently, and protect them from damage and soiling.

2. If you lose or damage an item, you must inform the library immediately. You will have to pay for the replacement, even if you are not responsible. You are responsible (1) for damage done by third persons that received an item from you. (2) In case of misuse of the library card.

House rules
1. Leave all your bags in the lockers provided.

2. Eating, drinking and smoking are not permitted in the library.

3. Please do not disturb other users by being noisy.

4. Animals are not allowed in the library.
5. Persons who repeatedly violate the house rules can be expelled from the library and may be prohibited from visiting the library for a set time period or indefinitely.

Responsibilities of the library
1. If you forget any of your valuables in the library, the library assumes no liability.

2. The library assumes no liability for damage done to library items by visitors or when using our online services. Furthermore, the library assumes no liability for content or quality of online services.

Final provisions
1. If you suffer from an infectious disease listed by the „Bundesseuchengesetz“ (Federal Law on Epidemics from 01.01.2001) you are not allowed to use the library.

2. If members of your household are infected with such a disease, you may use the library after your flat/house has been disinfected. Borrowed items should be returned after disinfection.

Fee schedule of the library
1. Fees will be charged according to specific library services.

2. People that do not have to pay are: visitors that do not borrow items, recipients of a social benefit (SBG II, SBG XII), applicants for asylum

Validity
These user guidelines are valid from the day of their publication.

Fees and fines

Annual library card (12 months valid)
- Family card 18,00€
- Adults 12,00€
- Reduced fine (for trainees, students, conscripts, Voluntary Year of Social Services)
- Pupils 4,00€
- Corporate bodies 25,00€

Monthly library card 3,00€

Reminder fees
- books, newspapers, magazines, maps, games, CDs, CD-ROMs
  (per item and week) 1,00€
- videos and DVDs (per day) 0,50€

Processing fee for reminders
- overdue notice 2,50€
- certified mail 5,00€

Reserved items 1,00€

Interlibrary loan requests (plus shipping ) 1,00€

Copying (per page)
- A4 0,20€
- A3 0,30€

Printing (per page)
- A4 black/white 0,10€
- A4 colored 0,30€
- A4 with graphics 0,60€

Processing fees for replacement 3,00€

Use of the Internet is free of charge

Fürstenwalde
Public Library

User and fee regulations

Public Library, Domplatz 7
15517 Fürstenwalde
Phone (03361) 557 212
Fax (03361) 557 444

Internet: http://www.bibo-fw.de

Email: stadtbibliothek@fuerstenwalde-spree.de

Opening hours:
Monday 10.00 a.m. - 6.00 p.m.
Tuesday 10.00 a.m. - 6.00 p.m.
Thursday 10.00 a.m. - 7.00 p.m.
Friday 10.00 a.m. - 6.00 p.m.
Saturday 10.00 a.m. - 1.00 p.m.

Wednesdays guided tours and events