

# Götzis Library - Rules and Regulations

## Library Hours

Monday 3:00 pm – 7:00 pm  
Tuesday 10:00 am – 2:00 pm  
Wednesday 03:00 pm – 7:00 pm  
Thursday 9:00 am – 1:00 pm  
Friday 2:00 pm – 6:00 pm

I have  
always imagined  
that paradise  
will be  
a kind of library

Jorge Louis Borges



## Admission to the Library

A person must register personally as a borrower and is required to proof satisfactory photo identification. By signing and paying the registration, a borrower obtains the annual library card and must undertake to observe the rules and regulations of the library.

The library card (annual card) may be used for one year beginning at the date of issue and is not transferable between borrowers. Loss of the card must be reported immediately. Children who have not reached 14 years of age must register with the consent of their parents.

Change of address and name must be reported immediately by providing official evidence. The library is computerised and undertakes data protection regulated by law.

01.01.2018

## **Fees and Fines**

Annual card for adults	€ 20.00
Annual card for children and teenagers	€ 12.00
Additional charge for DVDs	€ 1.50 per week
CD-ROMs	€ 1.50 for two weeks
Overdue fine (communicated)	€ 10.00
Default costs (books, audio-CDs, magazines, games)	€ 0.50 per week

## **Terms of borrowing**

A current library card is required whenever borrowing books, magazines, and other media. All items are for personal use only.

Library materials must be checked out for borrowing. Up to 20 items may be borrowed at a time.

The **loan period** for books, tapes (have to be handed in rewind), audio-CDs and games is 4 weeks; for magazines, CD-ROMs (additional fee of € 1,50) the loan period is 2 weeks and DVDs (additional charge of € 1.50 per week) is one week.

Loans may normally be renewed if the item is not required by the library for another user. **Renewals** may be arranged by telephone (05523/64551) or by e-mail (info@bibliothek-goetzis.at) during the library hours.

Borrowers are responsible for paying the replacement value of any item lost, damaged, stained, or ruined whilst on loan to them.

Copyright laws must be observed when borrowing items from the library. Infringement of copyright is committed by copying and/or circulating any item borrowed.

Items in cases should be checked for completeness before the loan. Subsequent complaints can't be filed. The borrower will be charged missing parts.

The minimum requirements for PCs are specified on the case of CDs and DVDs. The library does not assume any guarantee when using media at home. Resulting loan fees cannot be reimbursed.

Borrowers shall refrain from repairing books on their own as the library has special tools available for that purpose.

## **Reservation and Waitlist**

The library keeps a waitlist for every item on loan. As soon as the item has been checked in again, the waitlisted person will be contacted via e-mail and the library guarantees a reservation period of 7 days.

## **Internet**

A workplace with computer is available at the Götzis Library.

**Online catalogue:** For item research, the stock of the Götzis Library can be accessed via the online catalogue ([www.biblioweb.at/goetzis](http://www.biblioweb.at/goetzis)).

## **Liability**

Inside the library, parents are liable for their children's actions.

The Götzis library cannot accept responsibility for the loss or damage from any cause whatsoever to hats, coats, umbrellas or other articles left unattended on the premises.

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